


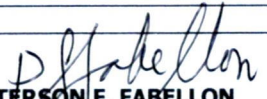

**B. Individual Performance Commitment and Review Form**



**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, Aquino D. Bautista, of DENR CENRO Roxas, Oriental Mindoro, Regulation and Permitting Section, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December, 2022**.

  
**AQUINO D. BAUTISTA**  
 Ratee

Date:

Reviewed by:  <b>PETERSON F. FABELLON</b> OIC, Regulation and Permitting Section		Date:	Approved by:  <b>ENGR. CAESAR E. QUEBEC</b> CENR Officer		Date:		
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICE</b>							
Evaluation of Personnel Performance							
	2 - IPCR with rating (January to June 2022) submitted on July 15, 2022	1 - IPCR with rating (January to June 2022) submitted on July 18, 2022		4.500	2.598	3.549	
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt	100% of documents acted upon with partial/ minor revision within 5 working days for simple documents and 7 days for complex documents upon receipt		4.000	4.500	4.250	
Attendance to Meetings/ Workshops/ Conference	100% of meetings/ workshops/ conference attended with report submitted 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences	100% of meetings/ workshops/ conference attended with report submitted 5 working days after attendance in local (inter- agency) and 25 working days in foreign meetings/ workshops/ conferences		4.000	4.000	4.000	
<b>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</b>							
Issuance of cutting/ harvesting permits and WPP	5 cutting/harvesting permits with report prepared and submitted to Chief, RPS 1 hour upon receipt of the Inventory Report and Stand Stock Table  March 15, 2022 - One (1) June 15, 2022 - two (2) September 15, 2022 -two (2)	3 cutting/harvesting permits with report prepared and submitted to Chief, RPS 1 hour upon receipt of the Inventory Report and Stand Stock Table  September 5, 2022 - Three (3)	5.000	4.500	5.000	4.833	
Processing and Issuance of Local Transport Permit (LTP)	One (1) Local Transport Permit (LTP) using prescribed template per DENR DAO 2004-55 reviewed and submitted to Chief, RPS and CENR Officer 3 hours upon receipt not later than September 25, 2022	Five (5) Local Transport Permit (LTP) using prescribed template per DENR DAO 2004-55 reviewed and submitted to Chief, RPS and CENR Officer 3 hours upon receipt not later by September 19, 2022	5.000	4.500	4.000	4.500	

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks				
			Quantity	Quality	Timeliness	Average					
Collection of Revenues	100% order of payment prepared 15 minutes upon receipt of request (wildlife related revenue)	100% order of payment prepared 15 minutes upon receipt of request (wildlife related revenue)		4.000	4.00	4.000					
<b>OTHER CROSS CUTTING INDICATORS</b>											
	100% of External Clients served within the standard set in the Citizen's Charter	100% of External Clients served within the standard set in the Citizen's Charter		4.000	5.000	4.500					
<b>Total Overall Rating</b>			<b>10.000</b>	<b>29.500</b>	<b>29.098</b>	<b>29.632</b>					
<b>Final Average Rating</b>			<b>5.000</b>	<b>4.214</b>	<b>4.157</b>	<b>4.233</b>					
<b>Adjectival Rating</b>			<b>Very Satisfactory</b>								
<b>Comments and Recommendations for Development Purposes</b>											
He has a sense of humor, resourceful and had a good self initiative.											
<b>Discussed with:</b>	<b>Date:</b>	<b>Assessed by:</b>	<b>Date:</b>	<b>Final Rating:</b>	<b>Date:</b>						
 AQUINO D. BAUTISTA Forester I	JAN 31 2023	I certify that I discussed my assessment of the performance with the employee.  PETERSON F. FABELLON OIC, Regulation and Permitting Section	JAN 31 2023	 ENGR. CAESAR E. QUEBEC CENR Officer	JAN 31 2023						