


B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM


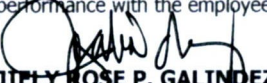

I, Nanette B. Capacio, of DENR CENRO Roxas, Oriental Mindoro, Regulation and Permitting Section, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December, 2022**.


NANETTE B. CAPACIO
 Ratee

Date:

Reviewed and approved by:				Date:			
 ENGR. CAESAR E. QUEBEC CENR Officer							
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Evaluation of Personnel Performance	Two (2) IPCR with rating prepared and submitted to In-charge, Administrative Unit:						
	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		5.000	2.598	3.799	
Budget Utilization Rate	100% budget allocation under Regulation and Permitting Section utilized (All billing documents submitted to PENRO) by December 20, 2022	100% budget allocation under Regulation and Permitting Section utilized (All billing documents submitted to PENRO) by December 5, 2022		5.000	4.500	4.750	
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 12 days for complex documents upon receipt		4.500	4.000	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 within 5 working days after attendance in local (inter- agency)		5.000	4.000	4.500	
Gender and Development	100% of GAD activities implemented with report reviewed and submitted to PENRO by the end of November 2022	100% of GAD activities implemented with report reviewed and submitted to PENRO by November 21, 2022		5.000	4.000	4.500	
SUPPORT TO OPERATION							
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENR Planning Officer every 20th day of the month	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENR Planning Officer every 18th day of the month		4.500	4.000	4.250	
	FY 2023 proposed Work and Financial Plans submitted to CENRO Planning Officer on the prescribed period	FY 2023 proposed Work and Financial Plans submitted to CENRO Planning Officer on the prescribed period		4.500	4.000	4.250	

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Wood Importation and Disposition (WID)	100% Monthly reports on wood importation and disposition of CENRO consolidated, validated and submitted to PENRO every end of the month	100% Monthly reports on wood importation and disposition of CENRO consolidated, validated and submitted to PENRO every 25th of the month		5.000	4.000	4.500	
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
Issuance of cutting/ harvesting permits and WPP	15 cutting/harvesting permits reviewed and submitted to CENR Officer 1 hour upon receipt of the application March 15, 2022 - Four (4) June 15, 2022 - Six (6) September 15, 2022 - Five (5)	10 cutting/harvesting permits reviewed and submitted to CENR Officer 1 hour upon receipt of the application September 12, 2022 - Ten (10)	5.000	4.500	4.000	4.500	
Collection of Revenues	54,397.00 forest revenue collected by the end of December 2022	112,051.20 forest revenue collected by December 23, 2022	5.000	4.500	4.000	4.500	
	300,000.00 foreshore related revenue collected by the end of December 2022	127,977.19 foreshore related revenue collected by July 7, 2022	1.000	5.000	5.000	3.667	
	50,000.00 land related revenue collected by the end of December 2022	34,695.54 land related revenue collected by December 23, 2022	2.000	5.000	4.500	3.833	
	1,000.00 wildlife related revenue collected by the end of December 2022	616.00 wildlife related revenue collected by December 23, 2022	2.000	4.500	4.500	3.667	
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 CENR Officer 3 hours upon receipt September 28, 2022 - One (1)	Five (5) Local Transport Permit (LTP) using prescribed template per DENR DAO 2004-55 reviewed and submitted to CENR Officer 3 hours upon receipt September 19, 2022 - five (5)	5.000	4.500	4.500	4.667	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Residential Free Patent (disposed under RA 10023 or Residential Free Patent Activity)	145 residential lots surveyed with survey returns endorsed to PENR Office June 15, 2022 - 45 lots September 15, 2022 - 100 lots	116 residential lots surveyed with survey returns endorsed to PENR Office December 9, 2022 - 116 lots	4.000	4.500	1.990	3.497	
	130 patents for residential lands processed within 120 calendar days approved and transmitted to PENRO based on RA 10023 and DAO 2010-12 and 2019-11 June 15, 2022 - 30 patents September 15, 2022 - 80 patents November 20, 2022 - 20 patents	120 patents for residential lands processed within 120 calendar days approved and transmitted to PENRO based on RA 10023 and DAO 2010-12 and 2019-11 November 11, 2022 - 120 patents	1.202	4.500	3.000	2.901	
Agricultural Free Patent	25 agricultural lots surveyed with survey returns endorsed to PENR Office on June 15, 2022	33 agricultural lots surveyed with survey returns endorsed to PENR Office on December 9, 2022	5.000	4.500	1.000	3.500	

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
	20 patents for agricultural lands processed within 120 calendar days approved and transmitted to PENRO September 15, 2022 - 15 patents November 20, 2022 - 5 patents	22 patents for agricultural lands processed within 120 calendar days approved and transmitted to PENRO September 15, 2022 - 22 patents	4.000	4.500	4.000	4.167	
Acceleration of land titling through Rapid Land Tenure Appraisal (RLTA)	13 Land Tenure Profile (per barangay) prepared and submitted to CENR Officer on September 15, 2022	13 Land Tenure Profile (per barangay) prepared and submitted to CENR Officer on November 10, 2022	3.000	4.000	1.000	2.667	Request for revision was submitted thru memo dated July 8, 2022 (from 15-13 RLTA CCM)
Titling of Government lands for public and quasi-public use	One (1) draft proclamation reviewed and submitted to CENR Officer on September 15, 2022	One (1) draft proclamation reviewed and submitted to CENR Officer on August 30, 2022	3.000	4.500	5.000	4.167	
Resolution of Land Claims and Conflicts Cases	Nine (9) Alternative Dispute Resolution (ADR) proceedings conducted with report reviewed and submitted to CENR Officer 5 days after the activity March 20, 2022 - 1 proceeding June 20, 2022 - 3 proceedings September 20, 2022 - 5 proceedings	Eight (8) Alternative Dispute Resolution (ADR) proceedings conducted with report reviewed and submitted to CENR Officer 5 days after the activity September 12, 2022 - 7 proceedings October 14, 2022 - 1 proceedings	5.000	4.500	4.500	4.667	
OTHER CROSS CUTTING INDICATORS							
	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		5.000	5.000	5.000	
Total Overall Rating			45.202	102.500	83.088	90.196	
Final Average Rating			3.477	4.881	3.957	4.295	
Adjectival Rating			Very Satisfactory				
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:	Date:		
 NANETTE B. CAPACIO Land Management Officer III	JAN 31 2023	I certify that I discussed my assessment of the performance with the employee.  JILLY ROSE P. GALINDEZ Chief, Planning and Management Support Section	JAN 31 2023	 ENGR. CAESAR E. QUEBEC CENR Officer	JAN 31 2023		