



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




**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, Anabelle R. Castillo, of DENR CENRO Roxas, Oriental Mindoro, Conservation and Development 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**.

  
ANABELLE R. CASTILLO  
Ratee

Date:

<b>Rewiewed by:</b>		<b>Date:</b>	<b>Approved by:</b>		<b>Date:</b>		
 <b>JOSE T. MONTECALVO</b> Chief, Conservation and Development Section			 <b>ENGR. CAESAR E. QUEBEC</b> CENR Officer				
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICE</b>							
	2 - IPCR with rating (January to June 2022) submitted on July 15, 2022	2 - IPCR with rating (January to June 2022) submitted on July 18, 2022		4.000	2.598	3.299	
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 need 7 working days for simple documents and 15 days for complex documents upon receipt		3.000	3.000	3.000	
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 3 working days after attendance in local (inter- agency)			5.000	5.000	
<b>SUPPORT TO OPERATION</b>							
Simplified Community Resource Management Framework (CRMF) including map and 5 year workplan	Facilitated CBFM PO in gathering data of the activities under two (2) CRMF and prepared submitted output undertaken by CBFM PO to Unit Chief, CBFM for consolidation on November 10, 2022	Facilitated CBFM PO in gathering data of the activities under two (2) CRMF and prepared submitted output undertaken by CBFM PO to Unit Chief, CBFM for consolidation on October 21, 2022	3.000	5.000	5.000	4.333	
<b>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</b>							
Performance Evaluation of CSCs outside CBFMA (devolved CSCs) including expired and expiring CBFMA	2 CSC evaluated and assessed with report prepared and submitted to Chief, CBFM Unit per prescribed format indicating categorical recommendation (renewal/ cancellation/ for re-evaluation) on September 15, 2022	3 CSC evaluated and assessed with report prepared and submitted to Chief, CBFM Unit per prescribed format indicating categorical recommendation (renewal/ cancellation/ for re-evaluation) on August 19, 2022	5.000	5.000	5.000	5.000	
Issuance of cutting/harvesting permits and WPP	100% field inventory conducted as per request of tree cutting/harvesting permits and WPP with reports prepared and submitted to Chief, RPS 2 days after the conduct of the inventory	130% field inventory conducted for cutting/harvesting permits and WPP with reports prepared and submitted to Chief, RPS 2 days after the conduct of the inventory		5.000	5.000	5.000	
<b>NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM</b>							

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks				
			Quantity	Quality	Timeliness	Average					
Inspection of contractor's accomplishment for billing purposes	100% Inspected and Validated ENGP Maintenance and Protection accomplishment at Brgy. San Isidro, Bulalacao 7 days upon receipt	100% Inspected and Validated ENGP Maintenance and Protection accomplishment at Brgy. San Isidro, Bulalacao 3 days upon receipt		5.000	5.000	5.000					
<b>Total Overall Rating</b>			<b>8.000</b>	<b>27.000</b>	<b>30.598</b>	<b>30.632</b>					
<b>Final Average Rating</b>			<b>4.000</b>	<b>4.500</b>	<b>4.371</b>	<b>4.376</b>					
<b>Adjectival Rating</b>			<b>VERY SATISFACTORY</b>								
<b>Comments and Recommendations for Development Purposes</b>											
<i>Recommended for Additional training on ENR Laws, Rules &amp; Regulations.</i>											
<b>Discussed with:</b>	<b>Date:</b>	<b>Assessed by:</b>	<b>Date:</b>	<b>Final Rating:</b>		<b>Date:</b>					
 <b>ANABELLE R. CASTILLO</b> Forest Technician II	<b>JAN 31 2023</b>	I certify that I discussed my assessment of the performance with the employee.  <b>JOSE T. MONTECALVO</b> Chief, Conservation and Development Section	<b>JAN 31 2023</b>	 <b>ENGR. CAESAR E. QUEBEC</b> CENR Officer		<b>JAN 31 2023</b>					