


B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM




I, Jiely Rose P. Galindez, of DENR CENRO Roxas, Oriental Mindoro, Planning and Management Support 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**


JIELY ROSE P. GALINDEZ
 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							
	Two (2) IPCR with rating prepared and submitted to In-charge, Administrative Unit	One (1) IPCR with rating prepared and submitted to In-charge, Administrative Unit					
	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		4.500	3.000	3.750	
	100% IPCR with rating of CENRO Roxas personnel reviewed and submitted to PENRO Admin Section on prescribed period	100% IPCR with rating of CENRO Roxas personnel reviewed and submitted to PENRO Admin Section on prescribed period		4.000	5.000	4.500	
	2 - January to June 2022	1- January to June 2022		4.500	3.000	3.750	
Budget Utilization Rate	100% budget allocation (All billing documents submitted to PENRO) by December 20, 2022	100% budget allocation (All billing documents submitted to PENRO) by December 15, 2022		4.500	5.000	4.750	
	100% office equipment maintained and repaired including generator set, furnitures and fixtures with report reviewed and submitted to PENRO 5 days before the end of the quarter	100% office equipment maintained and repaired including generator set, furnitures and fixtures with report reviewed and submitted to PENRO 2 days before the end of the quarter		5.000	5.000	5.000	
	Three (3) office buildings maintained and repaired with report reviewed and submitted to PENRO 5 days before the end of the quarter	Three (3) office buildings maintained and repaired with report reviewed and submitted to PENRO 2 days before the end of the quarter		5.000	5.000	5.000	
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 3 working days for simple documents and 7 days for complex documents upon receipt		3.500	5.000	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 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences			5.000	5.000	
Gender and Development	100% of GAD activities implemented with report prepared and submitted to PENRO by the end of November 2022	100% of GAD activities implemented with report prepared and submitted to PENRO by the end of November 2022		5.000	3.500	4.250	
SUPPORT TO OPERATION							

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to PENRO Planning Officer every 25th day of the month	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to PENRO Planning Officer every 20th day of the month		5.000	3.500	4.250	
	100% of programs/ projects accomplishment monitored/ validated (with categorical recommendation) every end of the quarter	100% of programs/ projects accomplishment monitored/ validated (with categorical recommendation) every end of the quarter		5.000	3.500	4.250	
	FY 2023 proposed Work and Financial Plans submitted to PENRO Planning Officer on the prescribed period	FY 2023 proposed Work and Financial Plans submitted to PENRO Planning Officer on the prescribed period		5.000	3.50	4.250	
	Two (2) OPCR with rating prepared, reviewed and submitted to PENRO on prescribed period	One (1) OPCR with rating prepared, reviewed and submitted to PENRO on prescribed period					
	2 - January to June 2022	1 - January to June 2022		5.000	3.000	4.000	
EFIS database updated	100% of completed MDE Forms and Information including GIS maps, agreements, area development of all existing tenures submitted to PENRO on December 15, 2022	100% of completed MDE Forms and Information including GIS maps, agreements, area development of all existing tenures submitted to PENRO on December 5, 2022		5.000	3.000	4.000	
Statistical Reporting System	100% Quarterly Statistical report validated on ground, consolidated, analyzed and submitted to PENRO 5 days before the end of the quarter	100% Quarterly Statistical report validated on ground, consolidated, analyzed and submitted to PENRO 2 days before the end of the quarter		3.000	3.000	3.000	
Forestry Related Income Collection (FRIC)	100% Monthly Forestry Related Income Collection form accomplished every end of the month	100% Monthly Forestry Related Income Collection form accomplished every end of the month		5.000	3.000	4.000	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Management of Caves and Cave Resources Cave Assessment and Classification	One (1) cave assessment conducted with recommended classification submitted to Chief, CDS on September 10, 2022	One (1) cave assessment conducted with recommended classification submitted to Chief, CDS on August 31, 2022		5.000	5.000	5.000	
OTHER CROSS CUTTING INDICATORS							
	80% of Stakeholders rated the Office Performance as Satisfactory submitted to PENR Office by the end of December 2022	80% of Stakeholders rated the Office Performance as Satisfactory submitted to PENR Office by the end of December 2022		5.000	5.000	5.000	
	100% of External Clients served within the standard set in the Citizens Charter	100% of External Clients served within the standard set in the Citizens Charter		5.000	5.000	5.000	
	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by the end of December 2022	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by the end of December 2022		5.000	3.000	4.000	
Total Overall Rating			0.000	89.000	80.000	87.000	
Final Average Rating			0.000	4.684	4.000	4.350	
Adjectival Rating			VERY SATISFACTORY				

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:	
 JIELY ROSE P. GALINDEZ Forester II/ Chief, Planning and Management Support Section	JAN 31 2023	I certify that I discussed my assessment of the performance with the employee.  ENGR. CAESAR E. QUEBEC CENR Officer	JAN 31 2023	 ENGR. CAESAR E. QUEBEC CENR Officer		JAN 31 2023	