



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




**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, Larry E. Herilla, 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**.

  
**LARRY E. HERILLA**  
Ratee

Date:

<b>Reviewed 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 Office				
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		5.000	2.598	3.799	
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% documents acted upon 3 working days for simple documents and 7 days for complex documents with no correction upon receipt.		4.000	5.000	4.500	
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	1 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	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 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>							
Forest Development, Rehabilitation and Protection	145 hectares maintained and protected (2021 plantation establishment) with atleast 85% survival rate inspected within 7 days after request for inspection	145 hectares maintained and protected (2021 plantation establishment) with atleast 85% survival rate inspected within 7 days after request for inspection		5.000	3.000	4.000	

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Establishment of Forest Nursery	100% Assistance to the establishment of one (1) nursery with basic facilities on prescribed period	100% Assistance to the establishment of one (1) nursery with basic facilities for seedling productopm established on September 29, 2022		5.000	1.000	3.000	
Maintenance of clonal nursery and production of Quality Planting Matrials (QPM) of Premium and Indigenous forest tree species	100% Assistance to the maintenance of one (1) clonal nursery with quarterly report prepared and submitted to NGP Focal Person 10 days before the end of the quarter	100% Assistance to the maintenance of one (1) clonal nursery with report prepared and submitted to NGP Focal person 10 days before the end of the quarter		5.000	3.000	4.000	
Maintenance of Individual Plus Trees (IPTs/Seed Production Areas (SPAs))	100% Assitance to the maintenance of 800 IPTs with monthly report submitted to NGP Focal Person 7 days before the end of the quarter	100% Assitance to the maintenance of 803 IPTs with monthly report submitted to NGP Focal Person 5 days before the end of the quarter		5.000	5.000	5.000	
<b>Total Overall Rating</b>			<b>8.000</b>	<b>44.000</b>	<b>39.598</b>	<b>43.632</b>	
<b>Final Average Rating</b>			<b>4.000</b>	<b>4.889</b>	<b>3.960</b>	<b>4.363</b>	
<b>Adjectival Rating</b>			<b>VERY SATISFACTORY</b>				
<b>Comments and Recommendations for Development Purposes</b> <i>can perform his task w/ less supervision, He is recommended for promotion</i>							
<b>Discussed with:</b>	<b>Date:</b>	<b>Assessed by:</b>	<b>Date:</b>	<b>Final Rating:</b>		<b>Date:</b>	
 <b>LARRY E. HERILLA</b> Forest Technician I	<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. QUIBEC</b> CENR Officer		<b>JAN 31 2023</b>	