



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Elmar A. Mañibo, 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**


ELMAR A. MAÑIBO
Ratee

Date: _____




Reviewed by:	Date:	Approved by:	Date:								
 JOSE T. MONTECALVO Chief, Conservation and Development Section		 ENGR. CAESAR E. QUEBEC CENR Officer									
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	<table border="1"> <thead> <tr> <th colspan="4">Rating</th> </tr> <tr> <th>Quantity</th> <th>Quality</th> <th>Timeliness</th> <th>Average</th> </tr> </thead> </table>	Rating				Quantity	Quality	Timeliness	Average
Rating											
Quantity	Quality	Timeliness	Average								

GENERAL ADMINISTRATION AND SUPPORT SERVICE

Evaluation of Personnel Performance	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	2.589	3.795	
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		5.000	3.000	4.000	
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 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences			5.000	5.000	

NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM

Management of Caves and Cave Resources Cave Assessment and Classification	One (1) cave assessed with recommended classification prepared and submitted to Chief, CDS on September 10, 2022	One (1) cave assessed with recommended classification prepared and submitted to Chief, CDS on August 31, 2022	3.000	5.000	5.000	4.333	
Population & habitat monitoring and protection of priority threatened species -Marine Turtles	100% quarterly monitoring report prepared and submitted to Chief, CDS 10 days before the end of the quarter	100% quarterly monitoring report prepared and submitted to Chief, CDS 5 days before the end of the quarter	3.000	5.000	3.500	3.833	
Management of Wildlife Rescue Centers (WRCs)	One (1) WRC maintained with prepared quarterly report submitted to Chief CDS 10 days before the end of the quarter	One (1) WRC maintained with prepared quarterly report submitted to Chief CDS 5 days before the end of the quarter	3.000	5.000	3.500	3.833	
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 on prescribed period	3.000	5.000	3.000	3.667	
Maintenance of clonal nursery and production of Quality Planting Materials (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 quarterly report prepared and submitted to NGP Focal Person 5 days before the end of the quarter		3.000	5.000	4.000	

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks				
			Quantity	Quality	Timeliness	Average					
Maintenance of Individual Plus Trees (IPTs/Seed Production Areas (SPAs))	100% Assistance to the maintenance of 800 IPTs with monthly report submitted to NGP Focal Person 7 days before the end of the quarter	100% Assistance to the maintenance of 800 IPTs with monthly report submitted to NGP Focal Person 3 days before the end of the quarter		3.000	5.000	4.000					
Total Overall Rating			12.000	31.000	33.000	32.667					
Final Average Rating			3.000	4.429	4.125	4.083					
Adjectival Rating			VERY SATISFACTORY								
Comments and Recommendations for Development Purposes											
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:					
 ELMAR A. MANIBO Park Maintenance Foreman	JAN 31 2023	I certify that I discussed my assessment of the performance with the employee.  JOSE Y. MONTECALVO Chief, Conservation and Development Section	JAN 31 2023	 ENGR. CAESAR E. QUEBEC CENR Officer		JAN 31 2023					