



Republic of the Philippines
Department of Environment and Natural Resources
PENRO MARINDUQUE

March 31, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

ATTENTION : The Chief, Planning and Management Division

FROM : The OIC-PENR Officer

SUBJECT : **SUBMISSION OF F.Y. 2023 OFFICE PERFORMANCE
COMMITMENT AND REVIEW (OPCR) OF DENR-PENRO
MARINDUQUE**

Submitted is the F.Y. 2023 Office Performance Commitment and Review (OPCR) of the OIC-PENR Officer Imelda M. Diaz of DENR-PENRO Marinduque based on the F.Y. 2023 Strategic Performance Management System (SPMS) Indicators and Work and Financial Plan F.Y. 2023.

For your review and approval.

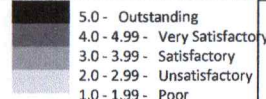

IMELDA M. DIAZ

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, IMELDA M. DIAZ, OIC-PENR Officer of the DENR- PENRO Marinduque, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December, 2023.

IMELDA M. DIAZ
OIC, PENR Officer

Date: March 29, 2023

Reviewed by:	Date:		Date:	Approved by:	Date:				
DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services DENR MIMAROPA Region		MAXIMO C. LANDRITO OIC-Assistant Regional Director for Technical Services DENR MIMAROPA Region		LORMELYN E. CLAUDIO, CESO IV Regional Executive Director DENR MIMAROPA Region					
									
P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT									
Budget Utilization Rate (BUR)	100% budget utilization rate submitted to RO on or before the 10th day following the end of the year (10 January, 2023)		PENR Officer Chief, Management Services Division - Finance Section Chief, Technical Services Division						Scope of Coverage: Covering all funds from January to December 2023 Obligation/allotment Rate & Disbursement/Obligation Rate MOVs: PENRO- transmittal (through email) to RO-FD Dimensions to Measure: Quality & Timeliness
Financial Statement	100% of financial statements per Section 41 of PD No. 1445 submitted to COA & RO on January 31, 2023		PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: CY 2022 MOVs: Transmittal to RO - FD (through email); Transmittal to COA with COA stamp Dimensions to Measure: Quality & Timeliness
Submission of Budget and Financial Accountability Reports (BFARs)	8 Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2019-01 "Updated Guidelines Relative to Budget and Financial Accountability Report (BFARs) Starting FY 2019" submitted on the prescribed period as follows: * FAR No. 1 (SAAOBD) submitted every 10th day of the succeeding quarter * FAR No. 1A (SAAODBOE) Quarterly Report of Obligations submitted every 10th day of the succeeding quarter * FAR No. 1B (LASA) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter * FAR No. 1-C submitted every 10th of the succeeding quarter * FAR No. 5 (QRROR) submitted every 10th of the succeeding quarter * FAR No. 6 submitted every 10th of the succeeding quarter	6,000	PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: Jan. - Dec. 2023 MOVs: PENRO transmittal to RO-FD (through email) Dimensions to Measure: Quality & Timeliness
	* FAR No. 3 Aging and Due and Demandable Obligations (ADDO) on or before the 10th day following the end of the year		PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: Jan. - Dec. 2023 MOVs: PENRO transmittal to RO - FD (through email) Dimensions to Measure: Quality & Timeliness
	* FAR No. 4 Monthly Report of Disbursement (MRD) submitted on or before the 3rd day of the succeeding month		PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: Jan. - Dec. 2023 MOVs: PENRO transmittal to RO - FD (through email) Dimensions to Measure: Quality & Timeliness
Sustained compliance with COA Audit Findings	50% of Prior Year's audit recommendations (prior and current) fully implemented as shown in COA CAAR Status of Implementation of Prior Years' recommendations (Part III) on December 1, 2022 with report submitted to RO		PENR Officer Chief, Management Services Division - Finance Section						Scope of Coverage: 2021 CAAR Part I and Part II MOVs: Agency Action Plan Status of Implementation (AAPSI) submitted to RO-FD Dimensions to Measure: Quantity & Timeliness Remarks: Deadline of submission is subject to change based on the instruction of top management.

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Compliance to PhilGEPS Conditions	100% compliance to PhilGEPS conditions complied by January 31, 2024		PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit PENRO BAC						Scope of Coverage: Jan. 1 - Dec. 31, 2023 Status of notices in the PhilGEPS System for all transactions for the period January 1, 2023 to December 31, 2023, is updated on or before January 31, 2024. MOVs: PhilGEPS Generated PBB Report at https://data.philgeps.gov.ph or proof of submitted justification to ao25secretariat@dap.edu.ph Copy furnished Regional Office and Central Office Dimensions to Measure: Quality & Timeliness
Conduct of Early Procurement Activity (EPA)	50% of the total value of eligible projects conducted from the submission of NEP to Congress and with approved Indicative APP submitted within the prescribed deadline provided by GPPB-TSO	18,000	PENR Officer Chief, Management Services Division - Administrative Section - Procurement Unit Chief, Technical Services Division PENRO BAC						Scope of Coverage: 2024 Procurement Projects Status of notices in the PhilGEPS System for Early Procurement, is updated on or before January 31, 2024. MOVs: Submitted Certificate to GPBB. Deadline should be reflected letter advisory issued by GPPB Dimensions to Measure: Quality & Timeliness Remarks: Copy furnished DENR Central Office (PSMD-PrMS). Early Procurement Activities should be conducted in FY 2023 . 50% of the total value of eligible projects based on the Guidelines on the Implementation of Early Procurement Activities issued by GPPB through resolution no. 14-2019
Submission of results of FY 2022 Agency Procurement Compliance Performance Indicator (APCPI) System	100% APCPI Results by the concerned offices submitted to GPPB-TSO on 31 March 2023		PENR Officer Chief, Management Services Division - Administrative Section Chief, Technical Services Division PENRO BAC						Scope of Coverage: CY 2022 MOVs: Auto-generated acknowledgement from GPBB-TSO and submitted APCPI Dimensions to Measure: Quality & Timeliness Remarks: New - Included in the qualifying of PBB Copy furnished Admin-Procurement Section and DENR Central Office (PSMD-PrMS)
Posting of FY 2024 APP-Non CSE in the Agency Transparency Page	100% of Indicative FY 2024 APP-NonCSE in the Agency's Transparency Seal webpage posted on 30 September 2023	5,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						Scope of Coverage: 2024 MOVs: List of Agencies with Successful 2024 APP-CSE Submission on the Virtual Store Dimensions to Measure: Quality and Timeliness Remarks: Copy furnish DENR Central Office (PSMD-PrMS)
Submission of Annual Procurement Plan - Common Use supplies and equipment (APP CSE) to DBM-PS through PHILGEPS Virtual Store	100% of Annual Procurement Plan-Common Use and equipment (APP-CSE) submitted to DBM-PS through PhilGEPS Virtual Store on the prescribed format based on DBM Circular Letter 2013-14 dated November 29, 2013 on the prescribed period set by DBM-PS (September 30, 2023)		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						Copy furnished RO Scope of Coverage: CY 2024 MOVs: http://ps=philgeps.gov.ph/home/index.php/agency-relations/app-cse-2022- submission list of agencies with successful 2022 APP-CSE submission on the Virtual Store Dimensions to Measure: Quality & Timeliness
Submission of Annual Procurement Plan (APP) Non-CSE based on Approved GAA to GPPB-TSO	100% of Annual Procurement Plan (APP) Non-CSE CY 2022 based on the approved 2022 GAA submitted to GPPB-TSO on January 31, 2023 in accordance with GPPB Circular 02-202 dated May 20, 2020	5,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						Copy furnish RO Scope of Coverage: CY 2023 MOVs: Auto-generated acknowledgement from the GPPB-TSO Dimensions to Measure: Quality & Timeliness
Submission of Report on the Physical Count of Property, Plan and Equipment (RPCPPE) to COA	1 Report on Physical Count of Property, Plan and Equipment (RPCPPE) submitted to Commission on Audit (COA) the end of January 2023 based on Government Accounting Manual	15,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						RPCPPE as of Dec. 31, 2021 with stamp received by COA of PENRO, Copy furnish RO Scope of Coverage: CY 2021 MOVs: Submitted Inventory report (RCPPE) with stamp received by COA Dimensions to Measure: Quality & Timeliness
Implementation of Good Governance Conditions	100% SALN submitted to DENR Personnel Division based on Section 8 of RA 6713 on February 28, 2022	5,000	All permanent employees Chief, Management Services Division - Administrative Section						Scope of Coverage: 2022 SALN MOVs: Endorsement Memorandum to RO Dimensions to Measure: Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	100% Notice of Salary Adjustment (NOSA) received by employee by 31 March 2023	6,000	PENR Officer Chief, Management Services Division - Administrative Section - Finance Section						Scope of Coverage: From the issuance of NBC 584 dated 6 Jan. 2021 (RA No. 11466) MOVs: received copy and summary Dimensions to Measure: Quality & Timeliness
	100% Certification of Leave Credits issued to all employees 7 working days after each semester		PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit						Scope of Coverage: All leave credits certificate issued to all employees each semester MOVs: Leave Credits Certification Dimensions to Measure: Quality & Timeliness Remarks: January 2023 to June 2023 and July 2023 to December 2023 issued after 7 working days
	FY 2022 OPCR commitment based on approved SPMS guidelines submitted to the RO-PMD on 31 March, 2023	5,000	PENR Officer Chief, Management Services Division - Planning Section						PENRO submitted to PMD Region; Scope of Coverage: CY 2023 MOVs: receiving copy of OPCR submitted to PMD Dimensions to Measure: Quality & Timeliness
	100% DPCRs commitment based on the approved OPCR submitted to the Division concerned by April 15, 2023	5,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division						PENRO submitted to Admin Division RO Scope of Coverage: CY 2023 MOVs: receiving copy of DPCR to concerned Division Dimensions to Measure: Quality & Timeliness
	100% IPCRs commitment based on the approved DPCR submitted to the Personnel/Division/Section by 30 April 2023	11,000	PENR Officer Chief, Management Services Division - Administrative Section All Employees						PENRO submitted to Admin Division RO Scope of Coverage: CY 2023 MOVs: receiving copy of IPCR to Admin Division Dimensions to Measure: Quality & Timeliness
	100% Permanent Employees provided with L&D intervention on 30 December 2023		PENR Officer Chief, Management Services Division Chief, Technical Services Division All Regular Employees						Scope of Coverage: FY 2022 L & D intervention MOVs: TDD database, PENRO HR database, Coaching Plan and Coaching Form Dimensions to Measure: Quantity & Timeliness
Submission of IDP of 100% of permanent employees	Consolidated 100% of approved IDP of permanent employees based on the prescribed format submitted to HRDS by the end of April 2023		PENR Officer Chief, Management Services Division - Administrative Section All Employees						Scope of Coverage: FY 2023-2025 MOVs: Consolidated report; Proof of Submission Dimensions to Measure: Quality & Timeliness
	One (1) L & D intervention per permanent employee provided on 31 December 2023		PENR Officer Chief, Management Services Division - Administrative Section						Scope of Coverage: FY 2023 L & D intervention MOVs: TDD database, PENRO HR database, Coaching Plan and Coaching Form Dimensions to Measure: Quantity & Timeliness
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	20,000	PENR Officer Chief, Management Services Division Chief, Technical Services Division All Employees						For services enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness
Attendance to meetings/workshops/conferences	100% of meetings / workshops/ conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings / workshops conferences	85,000	PENR Officer						Scope of Coverage: Meetings attended by head of office or meetings of head of office delegated to staff MOVs: Report, matrix of workshop and conference S.O. and Notice of meeting Dimensions to Measure: Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	Two (2) maintained Information Systems and databases with reports submitted to the Office concerned 7 days after the end of each quarter - ADR-MRS & Project HOPE Information System	100,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: All Information Systems developed MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness
	1 Network infrastructure maintained with 90% uptime with report submitted every 5th day of the following month	95,000	PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage:Regional Offices to PENRO MOVs: PENROs monthly report Dimensions to Measure: Quality & Timeliness
	100% of development activities of all issued Tenorial Instruments updated in eFIS within 15 days upon receipt of the annual accomplishment report		PENR Officer as Approver - Technical Services Division - Monitoring and Enforcement Section - e-FIS Focal Person(Creator/Encoder) Assissted by: Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage:Existing 25 year tenure instruments with submitted CY 2022 annual accomplishment report and/or Compliance Monitoring Report MOVs: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness
	100% of basic information of all issued Tenure Instruments and Private Tree Plantation Registrations updated in eFIS within 7 working days upon receipt of the approved and notarized agreement/registration		PENR Officer as Approver - Technical Services Division - e-FIS Focal Person as Creator/Encoder Assissted by: Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: Newly approved tenure and PTPR MOVs: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness
	100% of required ENR Statistical Profile which follows the assigned template submitted to RO by 30 September 2023		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: January - December 2022 MOVs: Endorsement of ENR statistical data to RO Dimensions to Measure: Quality & Timeliness
	Resolution of Land Cases with claims and conflict cases	80% land disputes/cases resolved/decided through regular proceedings and amicably settled through ADR procedures by end of Dec 2023 <i>Target - 2</i>	14,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit					Scope of Coverage: Land disputes/cases resolved amicable based on DAO 2016-30 and through regular procedure based on DAO 2016-31 within the year MOVs: Order of compromise agreement signed by the PENRO or the RED. Final decision/ resolution/order signed by the RED Dimensions to Measure: Quantity & Timeliness Remarks: Provision on DAO 2016-30/31 For ADR: Under Section 34 of DAO 2016-30, the conduct of ADR proceedings shall be 30 days from the date of referral to and ADR Officer For regular proceeedures - No timeline was set. Proposal for identification of the timeline is drafted by LMB for deliberation.
Production and Dissemination of Technical and Popular Materials in the Conservation of Natural Resources and Environmental Education including an Encyclopedia on Biodiversity	Printed IEC materials produced on 31 December 2023 <i>Target - 200 phamplets/leaflets</i>	5,000	PENR Officer - PENRO Information Officer						Scope of Coverage: PENROs and CENROs based on WFP submitted to RO MOVs: list of environmental events: activity reports Dimensions to Measure: Quantity & Timeliness Remarks: 8 types target for SCIS only; Staff Bureaus and Regional Offices based on WFP; types of printed IEC materials but not limited to the following: poster, leaflet, flyer, magazine, book, coffee table book, manual, etc.
	85% of IEC materials disseminated		PENR Officer - PENRO Information Officer						Scope of Coverage: local and national MOVs: disseminated materials - memo/logbook of IEC materials received by other offices and stakeholders Dimensions to Measure: Quantity & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	7 Environmental events/ activities/engagements organized (via face to face or online application) based on FY 2022 WFP with report submitted to RO 5 days after the event	24,000	PENR Officer - PENRO Information Officer						Scope of Coverage: National coverage; 6 for SCIS; Bureaus, Regional, PENROs and CENROs based on WFP : MOVs: List of environmental events ; activity reports Dimensions to Measure: Quantity & Timeliness
	100% of complaints through hotline 8888 acted upon within 72 hours upon receipt		PENR Officer - PENRO 8888 Focal Person						Scope of Coverage: Nationwide; across the board. Linked in Malacanang portal MOVs: Acknowledgement Receipt/Status Report from 8888 Dimensions to Measure: Quantity & Timeliness Remarks: If no complaint is received, the Office shall not be rated in this indicator
	1 Transparency Seal requirements updated and posted three (3) days upon receipt and monitoring reports submitted (based on advisory to be issued by SCIS)		PENR Officer - PENRO Information Officer Assisted by: Chief, Management Services Division - Planning Section - ICT Unit						Scope of Coverage: Central Office (SCIS), Staff Bureaus & Regional Offices updated CY 2022 section 102 of FY 2023 GAA MOVs: Accomplished updated transparency seal monitoring tool /monitoring reports submitted based on issuance of advisory by SCIS Dimensions to Measure: Quantity & Timeliness
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	FY 2023 Annual Work and Financial Plan based on 2023 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on the prescribed period	11,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office All Planning Section Focals						Scope of Coverage: FY 2024 MOVs: Endorsement of WFP with acknowledgement and or encoding to google sheet of PMD-PPS Dimensions to Measure: Quality & Timeliness Remarks: The submission of the WFP is based on NEP
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
Issuance of Wildlife Permits/ Clearances and Certifications	80% wildlife permit, certifications and/or clearance application acted upon within the prescribed period <i>Target : 1,000 Local Transport Permits</i>	151,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Wildlife Resource Permitting Unit						Wildlife permit applications acted upon within the number of days as prescribed by the law: LTP: 1-2 days; CWR: 7 days; WFP; 24 days The 80% performance target is based on the approved GAA FY 2022 Scope of Coverage: breakdown of permit clearance timeline per UWM MOVs: supporting documents stated RA 9147 DAO 2004-55, DAO 2004-60) Dimensions to Measure: Quantity, Quality & Timeliness
	No. of hectares of open - access/untended lands of the public domain placed under appropriate management arrangement/tenure by 31 December 2023	20,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section						Scope of Coverage: Open access and including NGP Areas outside tenure MOVs: No. and hectares per tenure and management arrangement issued: Copy of Agreement, endorsement memorandum to RED Dimensions to Measure: Quality & Timeliness
	100% of applications for forest tenure instruments and permits with complete documentary requirements reviewed, assessed and endorsed for approval of the Regional Executive Director based on existing guidelines within the prescribed period upon receipt of the document		PENR Officer Chief, Technical Services Division - Regulation and Permitting Section						Scope of Coverage: All tenure instrument applications with complete documentary requirements; year covered 2022 MOVs: Application requirements from proponent Endorsement memo from CENRO and PENRO with categorical recommendation to RED; Signed Agreements and final map Dimensions to Measure: Quality & Timeliness Remarks: Prescribed period to be consulted with ROs
	360 km of patrol conducted within conservation area uploaded to the Lawin Server every 5th of the ensuing month	300,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office						Scope of Coverage: Forest cover plus graduated NGP sites (2011-2020) which are outside forest cover MOVs: e-DATS and Memo endorsement Dimensions to Measure: Quantity & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
	75% percent of the observed threats that require post patrol response had action taken with reports submitted on 31 December 2022		PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section Protected Area Management Office						Several observed threats require a different level of responses (within a week, one month, two months or three months) depending on the gravity of certain threats, some threats need a longer time to resolve or address. As such, 75% of observed threats that require post responses must be addressed or had actions taken at the end of the year Scope of Coverage: Threats observed within the total forestland; year covered 2023 MOVs: Based on the data uploaded on the Lawin server and reports submitted Dimensions to Measure: Quantity & Timeliness
Collection of Revenues	372,000 revenues collected and deposited to BTr with monthly report of collection every 5th day of the following month 110,0000 - Forest Revenue 52,0000 - Foreshore related Revenue 100,000.00 - Lands related Revenue 100,000.00 - Wildlife Permits Revenue 10,000.00 - PAMO Ecotourism		PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Monitoring and Enforcement Section Protected Area Management Office Chief, Management Services Division - Administrative Section - Cashiering Unit						Scope of Coverage: Lands-Foreshore, patrimonial and Gov't properties. PA-Issuance of Wildlife permits, income generated through visitor entrance. FMB-forest revenue collected with official receipt covering all corporate tenures (IFMA, SIFMA FLGMA, FLAG, FLAgT) MOVs: Monthly report of collection, deposit slip Dimensions to Measure: Quantity & Timeliness
Appraisal of Foreshore Leases	1 Appraisal of Foreshore Lease with appraisal report with complete requirements submitted to RO by December 15, 2022	4,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Based on applications filed Scope of Coverage: Appraisal report of foreshore lease received by LMB within the year MOVs: PENRO transmittal memo to RO; Dimensions to Measure: Quantity & Timeliness
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM									
Protected Areas Development and Management	8 PAMB Resolutions approved by RED with minutes of meeting submitted RO within 15 days after the conduct of PAMB Meeting		PENR Officer - Protected Area Superintendent (PASu) - MWS						Scope of Coverage: All Protected Areas MOVs: PAMB Resolutions with approved minutes Dimensions to Measure: Quantity & Timeliness
	1 PA-MWS with BMS conducted semi-annually with reports submitted to RO 15 days after the conduct of the activity	250,000	PENR Officer - Protected Area Superintendent (PASu) - MWS						Scope of Coverage: All Protected Areas MOVs: BMS Report (Semi-Annual) Dimensions to Measure: Quantity & Timeliness
Land Survey, Disposition and Records Management	200 patents for residential land processed within 120 calendar days and approved and transmitted within 10 days to to RoD based on RA 10023 and IRR	300,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Format of transmittal based on DAO 2019-11. LMB will provide template for reporting accomplishments on patent issuance Scope of Coverage: Transmitted to RoD within current year MOVs: transmittal sheets with stamp received by RoD, signed judicial form, listings in excel Format Dimensions to Measure: Quantity, Quality & Timeliness
	150 patents approved for agricultural lands processed within 120 calendar days and approved and transmitted within 10 calendar days to ROD based on RA 11573	225,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						Based on RA 11573; 120 days Scope of Coverage: transmittal sheets with stamp received by RoD, signed judicial form MOVs: transmittal sheets with stamp received by RoD, signed judicial form, listings in excel Format Dimensions to Measure: Quantity, Quality & Timeliness

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Forest Development, Rehabilitation and Protection	252.0 hectares planted area maintained and protected (2021-2023 plantation establishment) with at least 85% survival inspected within in 30 days after request for inspection	1,080,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal						Scope of Coverage: 2021-2023 established plantation MOVs: shall be compiled by project, preferably in a folder to include the ff: LOA, PO workplan, letter request for inspection, memo submitting the inspection report, geotagged photos, map and disbursement vouchers. List/matrix NGP planted area with inspection report Dimensions to Measure: Quantity, Quality & Timeliness
OTHER CROSS CUTTING INDICATORS									
Conduct of Client Satisfactory Survey	CSS Rating of 4.00 or higher (based on Citizen's Charter list of services) achieved as indicated in the 2023 CSS Report		PENR Officer Chief, Technical Services Division Chief, Management Services Division						Scope of Coverage: Citizen's Charter services with completed transactions by DENR Central Office, FMB, LMB, ERDB, BMB, Regional Office PENROs CENROs from January to December 2023 MOVs: Properly filled-up streamlining monitoring forms, Form A and A1 ; Client Satisfaction Rating report from CO Dimensions to Measure: Quality
Other Activities from WFP									
General Management and Supervision									
1. Personnel Management e. Evaluation of Personnel Performance	122 IPCR with rating submitted to Personnel Section Admin. Division - RO with matrix of those who submitted and did not submit - March 31, 2022 - 2nd Sem 2021 (July-Dec.) - August 30, 2022 - 1st Sem 2022 (Jan - July)	10,000	PENR Officer Chief, Management Services Division - Administrative Section - Personnel Unit All Employees						
2. General Services									
A. Property Plant and Equipment (PPE) Accountability Reports									
a.5 Annual Report on the Physical Count of Property Plant and Equipment (RPCPPE) as of December 31, 2022 (previous year)	1 Report on the Physical Count of Property Plant and Equipment as of Dec 31, 2022 submitted to COA by the end of January 2023		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
B. Report of Unserviceable Property and Waste Materials	1 Inventory and Inspection Report of Unserviceable Property (IIRUP) prepared and submitted to RO by end of March, 2023		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
	1 PENRO Disposal Committee and Appraisal Committee meeting with report submitted to RO by end of March, 2023	10,000							
C. Report on the Physical Count of inventories and semi-expendable property									
	2 Report on the Physical Count of Semi-Expendable Property (RPCSP) as of Dec 31, 2022 and June 30, 2023 submitted to COA by the end of the following month respectively		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
	2 Office Building /Other Structure maintained and repaired by end of December 2023	84,000	PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
F. Records Management and Documentation									
f.3. Freedom of Information (FOI)	FOI report submitted to RO before January 31, 2023		PENR Officer Chief, Management Services Division - Administrative Section - Records Unit						
3. Procurement Services Administration									
c. Procurement Monitoring	2 Procurement Monitoring Report (PMR) prepared and submitted on the following dates: (January 14, 2023 for 2nd Sem 2022) (July 14, 2023 for 1st Sem 2023)		PENR Officer Chief, Management Services Division - Administrative Section - GSU/Procurement Unit						
B. Finance Services									
1. Accounting									
d. Submission of reports	24 Financial Statements submitted to RO every 10th day of the ensuing month	5,000	PENR Officer Chief, Management Services Division - Finance Section						
2. Budgeting									
a. Budget Preparation	Prepared and encoded FY 2023 BED Form 1 to DBM URS on set deadline		PENR Officer Chief, Management Services Division - Finance Section						
h. Submission of Financial Monitoring Report	Financial Monitoring Report prepared analyzed, consolidated and submitted to RO		PENR Officer Chief, Management Services Division - Finance Section						
Data Management including Systems Development and Maintenance									
c. Submission of forestry, biodiversity and lands statistical report	100% of forestry statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						
	100% of biodiversity statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		PENR Officer Chief, Management Services Division - Planning Section - ICT Unit						
Production and Dissemination of Technical and Popular Materials in the Conservation and Development of Natural Resources and Environmental Education including an Encyclopedia on Biodiversity									
1. Develop, produce and disseminate media print, broadcast and audio-video materials	7 DENR show produced and aired on radio, social media and podcast by November 30, 2023	32,000	PENR Officer - PENRO Information Officer						
3. Conduct of environmental lectures	2 IEC Meetings/Orientation conducted by March 31, 2023 with report submitted to RO	16,000	PENR Officer - PENRO Information Officer						
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects									
A. Planning									
1. Coordination, formulation and integration of plans, programs and activities for the short, medium and long term horizon including the review and updating of existing plans									
a. Preparation and submission of Budget Proposal for FY 2023 cum Forward estimates for FY 2023-2025	1 FY 2023 Proposed Physical & Financial Plans prepared and submitted by end of March 2023	20,000	PENR Officer Chief, Management Services Division - Planning Section						

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
b. Conduct of consultation meeting with the stakeholders	1 Meetings/ consultations conducted by March 30, 2023 with report submitted 15 days after the conduct of the activity	50,000	PENR Officer Chief, Management Services Division - Planning Section						
2. Monitor and evaluate implementation of ENR programs and projects including compliance with ENR policies and agreements									
b. Consolidation of Physical Accomplishment Report	12 monthly accomplishment reports prepared and submitted to RO every end of the month	20,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office All Section Planning Focals						
d. Consolidation of annual accomplishment report	1 Consolidated annual reports prepared and submitted to PMD by December 31, 2023	19,000	PENR Officer Chief, Technical Services Division - All Sections - NGP Coordinator/Focal Chief, Management Services Division - Planning Section - All Section Chiefs Protected Area Management Office						
B. Forest Management									
Price Monitoring of Forest Products Price monitoring of forest products such as the FOB market price of logs and selected non-timber forest products (covered by RA 7161 or Forest Charges Law) and domestic retail	12 Provincial summary report forms validated and submitted to RO every 5th of the ensuing month	25,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
Forestry Statistical Reporting System (SRS), Wood Importation and Disposition (WID), and Forestry Related Income Collection									
a. Forestry Statistical Reporting System (SRS) includes the production and disposition of forest products (i.e. logs, lumber, veneer, plywood), issuances of approved forestry license/permits	4 Statistical report validated on ground, consolidated, analyzed and submitted to RO every 5th of the ensuing quarter	4,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
b. Wood Importation and Disposition (WID) Monitors the importation entry, processing and disposition of imported wood materials such as logs, lumber veneer, plywood, other wood based panels poles and piles, plywood, and wood chips	12 Wood importation and disposition form accomplished every month with report submitted every 5th of the ensuing month	4,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
c. Forestry Related Income Collection (FRIC) to have a standard operating procedure on the submission of information regarding the collection of forestry related fees, charges and other revenues	12 Forestry Related Income Collection form accomplished every month with report submitted every 5th of the ensuing month	4,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Natural Resources Enforcement and Regulatory Program Natural Resources Management Arrangement/ Agreement and Permit Issuance Permit issuance and monitoring of Forest and Forest Resource Use									
2. Compliance Monitoring of tenure or permit holders	100% tenure/ permit holders monitored in compliance to terms and conditions of the permit and forestry laws, rules and regulations by December 15, 2022	180,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
CBFMA	100% tenure/permit holders (CBFMA) monitored in compliance to terms and conditions of the permit and forestry laws, rules and regulations	76,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
3. Performance Evaluation of Tenure (for Tenure Instrument expiring in 2022 to 2026)	3 Tenurial instrument reviewed/ evaluated with categorical recommendation endorsed to RO by end of November, 2022	84,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
4. Performance Evaluation of CSCs outside CBFMA (devolved CSCs) including expired and expiring CBFMA	19 CSC evaluated and report submitted to RO the using the prescribed format indicating categorical recommendation (renewal/cancellation/ for re-evaluation) by end of September, 2023	30,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
Management of Cancelled or Terminated, Expiring and Expired Tenure Instrument (except CBFMA/CSC)									
a. Inventory and appraisal of all improvements and possible damages within the area	Consolidated list of evaluated data and information on all cancelled or terminated, expiring, and expired tenure instruments submitted to RO by September 30, 2023	21,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
5. Forest Protection Program									
MENU OF ACTIVITIES AND STRATEGIES									
<i>Menu 3. Active collaboration and involvement of forest communities and other stakeholders in forest protection and law enforcement undertakings</i> 3.1 Activate/ revitalize MFPCs, individuals and group volunteers for Deputation as S/DENROs	1 Group Deputized by the end of September, 2023	120,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
<i>Menu 6. Consistent apprehension and mandatory administrative adjudication and confiscation of apprehended forest products including conveyances and other implements</i> 6.1 Apprehension of undocumented forest products including NTFPs, vehicles, equipment and other implements thru proper channels	2,160 volume (bd.ft.) of apprehended undocumented forest products including NTFPs with incidence reports submitted to RO	200,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
<i>Menu 10. Sustainable implementation of the Lawin Forest and Biodiversity Protection System</i> 10.1 Support to Full Operationalization of LAWIN System	4 Quarterly Patrol Plan endorsed to RO before the end of the quarter		PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Issuance of PA Community-Based Resource Management Agreement and Monitoring of PA, Wildlife, Coastal and Marine Resources									
1. Compliance Monitoring of WFP holders a. Wildlife Farm Permit (WFP)	4 quarterly compliance monitoring report for 14 WFP holders with attached animal inventory report and supporting documents submitted to RO on the 10th day of ensuing quarter	78,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section						
2. Certificate of Wildlife Registration (CWR)	1 Compliance Monitoring reports for CWR by March 30, 2022	3,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section						
Operations against illegal environment and natural resources activities									
2. Mobilization of Wildlife Traffic Monitoring Units (WTMU) in air and seaports	MAR of established WTMUs in Seaports/Airports which are operational submitted, consolidated and endorsed to RO every 5th of the ensuing month	50,000	PENR Officer Chief, Technical Services Division - Monitoring and Enforcement Section						
Protected Areas, Caves & Wetlands Development and Management Sub-Program									
II. FOR PROCLAIMED AND LEGISLATED PAs									
2. Monitoring of Tenured Migrants using SEAMS tool	551 Tenured Migrants (HH) monitored using SEAMS Questionnaire Form 1 based on issued Form 5 (List of TMs) with report submitted to RO by November 30, 2023	180,000	PENR Officer - Protected Area Management Office - Protected Area Superintendent (PASu) - MWS						
3. PA Management Planning A. Biodiversity Assessment and Monitoring (BAMS) - Terrestrial PAs	3 Flora and fauna monitoring implemented with report submitted to RO by September 30, 2023	200,000	PENR Officer - Protected Area Management Office - Protected Area Superintendent (PASu) - MWS						
B. Communication, Education and Public Awareness (CEPA)	1 Communication Plan (10-Year) prepared and submitted to RO on September 30, 2023	300,000	PENR Officer - Protected Area Management Office - Protected Area Superintendent (PASu) - MWS						
7. Ecotourism Development Program a. Rehabilitation/Maintenance of PA Management Office and other ecotourism facilities within the PA including signages	No. of ecotourism facilities maintained with report submitted every 5th day of the ensuing quarter	750,000	PENR Officer - Protected Area Management Office - Protected Area Superintendent (PASu) - MWS						
8. Inventory Activities in Pas b. Inventory of tenurial instruments, contracts, agreements, and issuances of permits for resource use within the protected area	100% of tenurial instruments, contract, agreements, and issuances of permits for resource use within the protected area inventoried with report submitted by June 30, 2023	20,000	PENR Officer - Protected Area Management Office - Protected Area Superintendent (PASu) - MWS						
II. Management of Caves and Cave Resources Cave Assessment and Classification	1 cave assessed & classified with report submitted to RO by June 30, 2023	250,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Biodiversity and Conservation Unit						
Wildlife Resources Conservation Sub-Program									
Protection and Conservation Wildlife									
1. Conservation of Threatened Species a. Population & habitat monitoring and protection of priority threatened species 1. Marine Turtles	4 monitoring conducted (animals rescued, rehabilitated and released) with quarterly report submitted every 3rd day of the ensuing quarter	100,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Biodiversity and Conservation Unit						

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
2. Asian Waterbird Census (AWC)	1 Consolidated AWC Report of monitored sites by February 28, 2022	50,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Biodiversity and Conservation Unit						
3. Management of Wildlife Rescue Centers (WRCs)	1 Wildlife Rescue Center (WRC) maintained by December 31, 2022 with report submitted every 5th of the ensuing quarter	589,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Biodiversity and Conservation Unit						
Coastal and Marine Ecosystems Rehabilitation Sub-Program									
3. Technical Assistance on ICM									
a. Mainstreaming of ICM to the CLUP of LGUs within the major watershed (river systems) contributing to the NIPAS MPAs	1 provided with technical assistance towards mainstreaming of ICM to their existing CLUPs with report submitted to RO	90,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Coastal Resources and Foreshore Management Unit						
b. TA to LGUs on coastal and marine related concerns (assessment, emergency response, facilitation, citizen science, validation investigation of reports/complaints etc.)	1 LGU/ NGO/ Stakeholders assisted with report submitted to RO	150,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Coastal Resources and Foreshore Management Unit						
5. Social Marketing and Mobilization/Communication, Education and Public Awareness (CEPA)									
a. Conduct of Regular Special Events related to coastal and marine protection, conservation and management	4 Special events related to coastal and marine protection conservation and management with report submitted to RO 5 days after the event	100,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - Coastal Resources and Foreshore Management Unit						
Land Management Sub-Program									
1. Land Survey and Disposition									
a. Residential (disposed under RA 10023 or Residential Free Patent Activity)	200 Lot survey conducted and survey returns endorsed to RO by end of September, 2023	450,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						
b. Agricultural Areas	100 PLS survey conducted and survey returns submitted to RO by end of September, 2023	225,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						
d. Titling of Government lands for public and quasi-public use									
d.2 Special Patent									
a. Special Patent issued (NGAs and LGUs, with existing structure)	4 applications reviewed with CSW and complete documents endorsed to Region by October 31, 2023	14,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						
b. Special Patent under Section 4 RA 10023 (School Sites)	3 Special Patent under Section 4 of RA 10023 by October 31, 2023	10,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						
2. Management of Foreshore Areas through issuance of permits/ lease contracts	1 Applications with CSW and complete documents processed and endorsed to RO by October 31, 2023	5,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Patent and Deeds Unit						

P/A/Ps	Performance Indicator (Target + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	RATING				Remarks
					Q1	E2	T3	A4	
Forest and Watershed Management Sub-Program Forest Development, Rehabilitation, Maintenance and Protection (ENHANCED NATIONAL GREENING PROGRAM)									
3. SUPPORT TO SEEDLING PRODUCTION									
3.a. Establishment, Maintenance and/or Operation of Forest Nurseries to produce seedlings for distribution	1 Nursery maintained/operated by December, 2023	200,000	PENR Officer Chief, Technical Services Division - Conservation & Development Sect. - NGP Coordinator/Focal						
Soil Conservation and Watershed Management including River Basin and Management and Development									
Water Resource Utilization									
c. Accept and verify Water Permit Application	1 WPA accepted, verified and transmitted to NWRB with recommendation by October 31, 2023	5,000	PENR Officer Chief, Technical Services Division - Regulation and Permitting Section - Water Resource Utilization Unit						
Average Rating:									
CATEGORY					Rating				
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:					Final Rating:				
	Date:		Date:					Date:	
MAXIMO C. LANDRITO OIC-Assistant Regional Director for Technical Services DENR-MIMAROPA Region		DONNA MAYOR-GORDOVE, CESO IV Assistant Regional Director for Management Services DENR-MIMAROPA Region		LORMELYN E. CLAUDIO, CESO IV Regional Executive Director DENR-MIMAROPA Region					