

**Annex F6**

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

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, **Arlene V. Francisco**, of the **DENR PENRO Mamburao**, Division of **Technical Services** commit to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2020**.

**ARLENE V. FRANCISCO**




Ratee

Date:

<b>MSD</b>	
RECEIVED BY: <i>Wesley</i>	DATE: <i>15/12</i> TIME: _____
RELEASED BY: _____	DATE: _____ TIME: _____

Reviewed by:	Date	Approved by:	Date
<i>[Signature]</i>		<i>[Signature]</i>	
<b>CAESAR E. QUEBEC</b>		<b>CAESAR E. QUEBEC</b>	
CENR Officer		CENR Officer	

P/A/Ps	SUCCESS INDICATOR (targets + measures)	Actual Accomplishments	Rating				Remarks
			Q1 1	Q2 2	T3 3	A4 4	
<b>Protected Area Management and Development Sub Program</b> <b>II. For Proclaimed and Legislated PAs</b> 1. Demarcation of Boundaries for Legislated PAs	Supervises the installation of 206 signages for every 250 meters along demarcated boundary of MCWS with report submitted to CENR Officer on December 31, 2020	supervised the installation of 181signages with report submitted on Dec. 16, 2020	2.763	5.000	3.000	3.588	It was scheduled on the 3rd quarter of the year but due COVID-19 pandemic, the activity slid up to 4th quarter. However, it was not accomplished on time because the process of bidding took almost 6 months which resulted to late awarding to the service provider. Another cause of delay is the occurrence of typhoons (Rolly and Quinta).
2. PA Habitat Protection a. Communication, Education and Public Awareness (CEPA)	Conducts of one (1) Communication, Education and Public Awareness (CEPA) campaign within MWCS on December 31, 2020	conducted 2 CEPA thru lecture conducted on October 07, 2020 at So. Pinagbayanan, Brgy. Harrison, Paluan and fabrication of mascot of mindoro hornbill (flagship species of MCWS)	5.000	5.000	3.000	4.333	
b. Implementation of Biodiversity Monitoring System (BMS)	Monitors BMS sites through FGD, Field Diary, Transect Walk and Photo documentation for the last semester with report submitted to CENRO on December 29, 2020 for 2nd semester	Conducted BMS for second semester thru FGD, Transect walk and photo documentation on Aug. 25 - 27, 2020 within two (2) monitoring sites with report submitted to CENRO and PENRO on Oct. 19, 2020 & Oct. 21, 2020 respectively		5.000	5.000	5.000	

P/A/Ps	SUCCESS INDICATOR (targets + measures)	Actual Accomplishments	Rating				Remarks
			Q1	Q2	T3	A4	
3. PAMB Operationalization a. PAMB Meetings	Acts as secretariat in the conduct of two (2) quarterly PAMB meetings and prepares minutes of meeting with report submitted to CENRO at the end of every quarter	Acted as secretariat for 2 quarterly meetings conducted on Aug. 18 and Nov. 11, 2020 respectively. Reviewed and checked two (2) minutes of PAMB meeting and submitted to the RO thru the CENRO and PENRO on Sep. 29, 2020 and Dec. 12, 2020 respectively	1	2	3	4	
b. PAMB Operations Manual	Prepares one (1) PAMB operations manual and submitted to CENRO on December 29, 2020	Assisted the board members in the preparation of PAMB manual of operations and submitted draft manual thru e-mail on Jan. 05, 2021	3.000	5.000	2.598	3.533	
Physical and Financial Report	Prepares and submit monthly physical and financial report using the prescribed format on the 15th day of every month.	Prepared and submitted monthly physical and financial report to CENRO Planning Officer thru email using the prescribed format on the ff. dates: Jul. 16, Aug. 17, Sep. 16, Oct. 16, Nov. 17 & Dec. 15, 2020		5.000	2.594	3.797	
Good Governance	Prepares and submit IPCR commitment for January to December 2021 by the end of December 15, 2020  Submits DTR every 5th day of the succeeding month.  100% of documents acted upon - simple documents - 7 working days upon receipt of division - complex documents - 15 working days upon receipt of division	prepared and submitted IPCR commitment on December 16, 2020   acted to referrals within 3 days for simple documents		5.000  5.000	2.866  3.000	3.933  4.000	   compliant
Final Average Rating						4.148	
Comment and recommendation for Development Purposes:							
Discussed with:	Date:	Assessed by:	Date	Final Rating by:	Date:		
 ARLENE V. FRANCISCO Employee		 CAESAR E. QUEBEC CENR Officer		 CAESAR E. QUEBEC CENR Officer			

IPCR: Legend 1- Quantity 2- Quality 3- Timeliness 4-Average