



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/ 434-8791

March 30, 2023

MEMORANDUM

FOR : THE REGIONAL EXECUTIVE DIRECTOR
DENR – MIMAROPA Region
1515 DENR By The Bay Building, Roxas Boulevard
Barangay 668, Ermita, Manila

THRU : The Assistant Regional Director
for Management Services

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : SUBMISSION OF ACCOMPLISHED COACHING FORM OF
CENRO PUERTO PRINCESA PERSONNEL FOR CY 2022

Respectfully forwarded is the memorandum dated March 21, 2023 from CENRO Puerto Princesa with regards to the accomplished coaching forms of four (4) sections of the said office for CY 2022 to wit;

1. Admin and Personnel Section
2. Conservation and Development Section
3. Regulations and Permitting Section and
4. Monitoring and Enforcement Section

For information and record.


FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By 03 APR 2023 
Date: CN 23-2544/23-840



Republic of the Philippines
Department of Environment and Natural Resources
Region IV - MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Puerto Princesa City, Palawan
Email: cenropuertoprincesa@denr.gov.ph
Tel. no. (048)-717-0702

March 21, 2023

MEMORANDUM

FOR : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC Community Environment
and Natural Resources Officer

SUBJECT : **SUBMISSION OF ACCOMPLISHED COACHING FORM OF
CENRO PUERTO PRINCESA PERSONNEL FOR CY 2022**

**DENR PENRO
PALAWAN RECORDS
RECEIVED**

BY: 
DATE: 03-21-2023 23:2544

Submitting are the filled-up coaching forms of four (4) sections (admin and Personnel Section, Conservation and Development Section, Regulation and Permitting Section and Monitoring and Enforcement Section) of CENRO Puerto Princesa Personnel for CY 2022.

For information and reference.

**DENR MIMAROPA REGION
CENRO PUERTO PRINCESA
RELEASED**
NO: 764
DATE: 3-21-23
BY: 


PEDRO A. VELASCO

Planning/AEG

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022**

A. PROFILE

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
GUZMAN, CRISTY G.	F	FOREST TECHNICIAN I – (SG-6) Staff	CONSERVATION AND DEVELOPMENT SECTION	MA. VIVIAN O. SORIANO

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
OCI – Writing Effectively	1. Able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences 2. Able to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively.	The coachee was able to used appropriate vocabulary in doing reports in cleared and concise manner	January to December 2022	Coachee was able to achieved set goals
CC4- Responsibility	1. Able to understand the principle of transparency and accountability in organizations 2. Able to implement the required tasks and produces the deliverables 3. Able to observe proper use of office resources and applies the 5Rs in waste segregation 4. Able to show concern and serve excellently to the agency and its stakeholders	The coachee was able to applied the principle of transparency and produced quality deliverables on time		

C. SIGNATURES

I, CRISTY G. GUZMAN, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	December 21, 2022		December 21, 2022

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022**

A. PROFILE

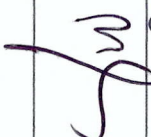
NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
GUZMAN, CRISTY G.	F	FOREST TECHNICIAN I – (SG – 6) Staff	CONSERVATION AND DEVELOPMENT SECTION	MA. VIVIAN O. SORIANO

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
OCI – Writing Effectively	1. Able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences 2. Able to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively.	The coachee was able to used appropriate vocabulary in doing reports in cleared and concise manner	January to December 2022	Coachee was able to achieved set goals
CC4- Responsibility	1. Able to understand the principle of transparency and accountability in organizations 2. Able to implement the required tasks and produces the deliverables 3. Able to observe proper use of office resources and applies the 5Rs in waste segregation 4. Able to show concern and serve excellently to the agency and its stakeholders	The coachee was able to applied the principle of transparency and produced quality deliverables on time		

C. SIGNATURES

I, CRISTY G. GUZMAN, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	December 21, 2022		December 21, 2022

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022

A. PROFILE

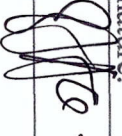
NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
ESCANDALIO, JESSIE M.	F	FORESTER I – (SG – 11) Staff	CONSERVATION AND DEVELOPMENT SECTION	MA. VIVIAN O. SORIANO

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
OC5 –Completed Staff Work (CSW)	1. Able to prepare simple Complete Staff Work (CSW) for submission to Regional Office 2. Prepares report containing the necessary and relevant information in CSW format	The coachee was able to trained in preparing simple CSW during ENR training and prepared simple CSW .	January to December 2022	Coachee was able to achieved set goals
OCI – Writing Effectively	1. Able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences 2. Able to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively.	The coachee was able to used appropriate vocabulary in doing reports in cleared and concise manner		
CC4- Responsibility	1. Able to understand the principle of transparency and accountability in organizations 2. Able to implement the required tasks and produces the deliverables 3. Able to observe proper use of office resources and applies the 5Rs in waste segregation 4. Able to show concern and serve excellently to the agency and its stakeholders	The coachee was able to applied the principle of transparency and produced quality deliverables on time		

C. SIGNATURES

I, JESSIE M. ESCANDALIO, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	December 21, 2022		December 21, 2022

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022

A. PROFILE

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
BOLIDO, DEXTER A.	F	FORESTER 1 – SG 11 (Staff/NGP Coordinator)	CONSERVATION AND DEVELOPMENT SECTION (CDS)	MA. VIVIAN O. SORIANO

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
LC3 – People Development (Creating and Nurturing a High Performing Organization)	1. Able to know the basic principles of motivating and coaching people 2. Gives specific feedback for development purposes 3. Able to facilitate workforce effectiveness through motivating and developing people within a work environment that promotes mutual trust and respect	The coachee was able to coached and gave technical advice to the beneficiaries of eNGP program regarding eNGP implementation	January to December 2022	Coachee was able to achieved set goals
OCI – Writing Effectively	1. Able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences 2. Able to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively.	The coachee was able to used appropriate vocabulary in doing reports in cleared and concise manner		
CC4- Responsibility	1. Able to understand the principle of transparency and accountability in organizations 2. Able to implement the required tasks and produces the deliverables	The coachee was able to applied the principle of transparency and produced quality deliverables on time		

	3. Able to observe proper use of office resources and applies the 5Rs in waste segregation 4. Able to show concern and serve excellently to the agency and its stakeholders			
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C. SIGNATURES

I, **DEXTER A. BOLIDO**, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	December 21, 2022		December 21, 2022

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022**

A. PROFILE

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
BASAYA, ARLENE B.	F	ECOMS I – (SG – 11) Staff	CONSERVATION AND DEVELOPMENT SECTION	MA. VIVIAN O. SORIANO

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
OC5 –Completed Staff Work (CSW)	1. Able to prepare simple Complete Staff Work (CSW) for submission to Regional Office 2. Prepares report containing the necessary and relevant information in CSW format	The coachee was able to trained in assisting in preparing simple CSW	January to December 2022	Coachee was able to achieved set goals
OCI – Writing Effectively	1. Able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences 2. Able to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively.	The coachee was able to used appropriate vocabulary in doing reports in cleared and concise manner		
CC4- Responsibility	1. Able to understand the principle of transparency and accountability in organizations 2. Able to implement the required tasks and produces the deliverables	The coachee was able to applied the principle of transparency and produced quality deliverables on time		

	3. Able to observe proper use of office resources and applies the 5Rs in waste segregation 4. Able to show concern and serve excellently to the agency and its stakeholders			
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C. SIGNATURES

I, ARLENE B. BASAYA, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s).
I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	December 21, 2022		December 21, 2022

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022

A. PROFILE

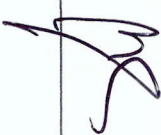
NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
GREGAS, PAULA MEI A.	F	FORESTER I – (SG – 11) Staff	CONSERVATION AND DEVELOPMENT SECTION	MA. VIVIAN O. SORIANO

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
CC4- Responsibility	1. Able to understand the principle of transparency and accountability in organizations 2. Able to implement the required tasks and produces the deliverables 3. Able to observe proper use of office resources and applies the 5Rs in waste segregation 4. Able to show concern and serve excellently to the agency and its stakeholders	The coachee was able to applied the principle of transparency and produced quality deliverables on time	January to December 2022	Coachee was able to achieved set goals

C. SIGNATURES

I, PAULA MEI A. GREGAS, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	December 21, 2022		December 21, 2022

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR (2022)

A. PROFILE

NAME (Last, First, MI)	SEX M/F	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
Raymund Sapalo	M	Forest Ranger/SG 4	Enforcement Unit	Arjay T. Gregas

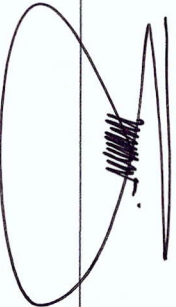
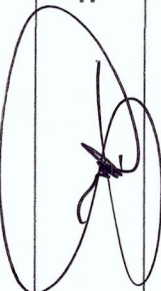
B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	REMARKS
PCO13 – ENR Law Enforcement	To be able to enforce ENR existing laws on protection and improved management of natural resources (forestry, wildlife, protected area, coastal, lands, water resources etc.). Able to conduct investigation, prepare activities and complaints	The coachee was able to conduct apprehensions and IEC with report submitted relative to to ENR existing laws The coachee was able to conduct various investigations, prepare affidavit and address referral/complaints submitted to the Office	January to December 2022 simultaneous to Individual Performance Commitment Rating (IPCR)	Coachee was able to achieve set goals from previous coaching.

Writing Effectively (Basic) OC1		The coachee was able to	January to December 2022	Coachee was able to achieve set goals from previous coaching.
To be able to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively in the basic level of competency.	To be able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion of sentences To be able to write simple pro-forma communications such as acknowledgement, transmittal letters and forms.	1. Know and use basic business writing rules in grammar and techniques in word using and spelling. 2. Seek, identify, and is able to distinguish the appropriate template or reference material that will be used as basis for one's written document 3. Writes sample pro-forma communications such as acknowledgment, transmittal letters and forms	simultaneous to Individual Performance Commitment Rating (IPCR)	

C. SIGNATURES

I, Raymund C. Sapalo, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature: 	Date: December 19, 2022	Supervisor Signature: 	Date: December 19, 2022
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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR (2022)

A. PROFILE

NAME (Last, First, MI)	SEX M/F	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
GARRAEZ, MARIA VIANCA D.	F	LAND MANAGEMENT INSPECTOR-SG6	REGULATION AND PERMITTING SECTION	MILDRED A. PASCUAL

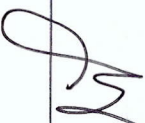
B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	REMARKS
PC014-Land Disposition and Management Able to enhance basic knowledge on rules and regulations on claims and conflicts resolution and ADR mechanism.	To be taught and familiarized with the DAO 2016-30 (Guidelines in the conduct of ADR in Land Management & Disposition) and DAO 2016-31 (Procedure in the investigation and resolution of Land Claims and Conflicts Cases)	The coachee was able to assist in the conduct of ADR proceedings and was able to conduct investigation.	December 2022	Coachee was able to achieved set goals.

OC1-Writing Effectively				
Able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences.	To be taught and trained to write in clear, concise and coherent manner using different tools to convey information and express ideas effectively.	The coachee was able to prepare simple office communications.	December 2022	Coachee was able to achieved set goals.

C. SIGNATURES

I, MARIA VIANCA D. GARRAEZ, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date: December 21, 2022	Supervisor Signature:	Date: December 21, 2022
			

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR (2022)

A. PROFILE

NAME (last, First, MI)	SEX M/F	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
Maridol M. Ardais	M	Forest Ranger/SG 4	Enforcement Unit	Arjay T. Gregas

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	REMARKS
PCO13 – ENR Law Enforcement	To be able to enforce ENR existing laws on protection and improved management of natural resources (forestry, wildlife, protected area, coastal, lands, water resources etc.). Able to conduct investigation, prepare activities and complaints	The coachee was able to conduct apprehensions and IEC with report submitted relative to to ENR existing laws The coachee was able to conduct various investigations, prepare affidavit and address referral/complaints submitted to the Office	January to December 2022 simultaneous to Individual Performance Commitment Rating (IPCR)	Coachee was able to achieve set goals from previous coaching.

Writing Effectively (Basic) OC1			January to December 2022	Coachee was able to achieve set goals from previous coaching.
To be able to write in a clear, concise and coherent manner using different tools to convey information or express ideas effectively in the basic level of competency.	To be able to know and use appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion of sentences To be able to write simple pro-forma communications such as acknowledgement, transmittal letters and forms.	The coachee was able to 1. Know and use basic business writing rules in grammar and techniques in word using and spelling. 2. Seek, identify, and is able to distinguish the appropriate template or reference material that will be used as basis for one's written document 3. Writes sample pro-forma communications such as acknowledgement, transmittal letters and forms	simultaneous to Individual Performance Commitment Rating (IPCR)	

C. SIGNATURES

I, Maridol M. Ardais, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature: 	Date: December 19, 2022	Supervisor Signature: 	Date: December 19, 2022
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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022

A. PROFILE

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
ALSA, NORLYN G.	F	FOREST TECHNICIAN I – (SG – 6) Staff	ADMIN AND PERSONNEL UNIT	FRANCIS M. PASCUAL

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
PCAS8 – Customer assistance and Request Handling Able to attend to requests, complaints, observations and suggestions, including the ability to monitor work progress, file records, consolidate and prepare periodic reports.	To be trained of the basic concepts on the proper handling of requests, complaints, observations and suggestions O	The coachee was able to trained and mentored in handling of requests complaints and file records	January to December 2022	Coachee was able to achieved set goals

C. SIGNATURES

I, NORLYN G. ALSA, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
<i>Alsa</i>	December 21, 2022	<i>Pascual</i>	December 21, 2022

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
COACHING FORM FOR FISCAL YEAR 2022

A. PROFILE

NAME (Last, First, MI)	SEX	POSITION AND SALARY GRADE	DIVISION/OFFICE	SUPERVISOR'S NAME
TIMBANCAVA, NANCY V.	F	FOREST RANGER – SG 4 (Staff/Releasing Officer)	ADMIN AND PERSONNEL UNIT	FRANCIS M. PASCUAL

B. COACHING TARGETS

DEVELOPMENT TARGETS	AGREEMENT (action, resources, target date)	SUCCESS INDICATORS	MONITORING DATE	Remarks
PCAS8 – Customer assistance and Request Handling Able to attend to requests, complaints, observations and suggestions, including the ability to monitor work progress, file records, consolidate and prepare periodic reports.	To be trained of the basic concepts on the proper handling of requests, complaints, observations and suggestions	The coachee was able to trained and mentored in handling of requests complaints and file records	January to December 2022	Coachee was able to achieved set goals

C. SIGNATURES

I, NANCY V. TIMBANCAVA, understand that all comments and ideas offered by my supervisor/division chief are solely for the purpose of assisting me in achieving the defined goal(s). I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.

Employee Signature:	Date:	Supervisor Signature:	Date:
	December 21, 2022		December 21, 2022