



OUTGOING

Received by:
Date: APR 19 2023

MEMORANDUM

FOR : The Regional Executive Director
1515 L&S Bldg., Roxas Blvd.,
Ermita, Manila

THRU : The ARD for Management Services

ATT'N: The Chief for Planning and Management Division


FROM : The OIC, PENR Officer

SUBJECT : **SUBMISSION OF DPCR (MANAGEMENT AND
TECHNICAL) COMMITMENT FOR JANUARY TO
DECEMBER 2023**

DATE : April 14, 2023

Respectfully submitting the DPCR Commitment for Management and Technical Services of PENRO Romblon for January to December CY 2023.

For information, record and approval.


ARNOLDO A. BLAZA, JR.

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

I, THELMO S. HERNANDEZ, Chief for Management Services Division of PENRO Rombon, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to December 2023.

Thelmo S. Hernandez
THELMO S. HERNANDEZ
Chief, MSD

Date:

Approved by:

Donna Mayor-Gordove
DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director for Management Services and
Vice-Chairperson, Regional Performance Management Team (PMT)

Date:

Approved by:

Arnoldo A. Briza Jr.
ARNOLDO A. BRIZA JR.
OIC PENR Officer

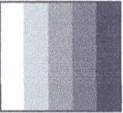
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P/A/Ps	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT									
Budget Utilization Rate	100% FY 2023 budget utilization rate submitted to Central Office on or before 15th day following the end of the year (15 January 2024)		PENRO - Management Services Division • Admin. and Finance Section v Budget Unit - Technical Services Division All Section Chiefs						Scope of Coverage: Covering all funds from January to December 2023 Obligation/Commitment Rate and Disbursement/Obligation Rate MOV's: Staff Bureaus and ROs - transmittal (through email) to CO, CO FMS to acknowledge Dimensions to Measure: Quality and Timeliness
Financial Statement	100% of financial statements per Section 41 of PD No. 1445 submitted to DENR CO FMS Accounting on January 31, 2023		PENRO - Management Services Division • Admin. and Finance Section v Accounting Unit						Scope of Coverage: CY 2022 MOV's: Transmittal to DENR C.O - FMS Accounting; Transmittal to COA with COA stamp Dimensions to Measure: Quality & Timeliness
Submission of Budget and Financial Accountability Reports (BFARs)	11 Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2019-01 Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) Starting FY 2019 submitted on the prescribed period as follows: *BAR No. 1 (OPRO) *FAR No. 1 (SAAODB) *FAR No. 1-A (SAAODBOE) *FAR No. 1-B (LASA) *FAR No. 1-C (SODLB IAFI) *FAR No. 2 (SABUDB) *FAR No. 2-A (SABUDBOE) *FAR No. 5 (OROR) *FAR No. 6 (SABUDB TR)		PENRO - Management Services Division • Admin. and Finance Section v Accounting Unit						Central Office to submit to COA and DBM on or before 30th day following the end of each quarter. Staff Bureaus and Regional Offices to submit to Central Office on or before 15 days following the end of each quarter Scope of Coverage: January - December 2023 MOV's: Central Office - transmittal letter to COA with received stamp and acknowledgment letter from DBM; Staff Bureaus and ROs - transmittal to CO Dimensions to Measure: Quality and Timeliness

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					Q1	E2	T3	A4	
	FAR No. 3 Aging of Due and Demandable Obligations (ADDO)								Central Office to submit to COA, DBM and BTR on or before the 30th day of the following end of the year. Staff Bureaus and Regional Offices to submit to CO on or before the 15th day following the end of the year
									Scope of Coverage: Jan. - Dec. 2022 MOVs, R.O. transmittal to C.O. Dimensions to Measure: Quality & Timeliness
	FAR No. 4 Monthly Report of Disbursement (MRD)								Central Office to submit to COA, DBM and BTR on or before the 10th day of the following end of the month. Staff Bureaus and Regional Offices to submit to CO on or before 5 days following the end of the month Scope of Coverage: Jan. - Dec. 2022 MOVs: Central Office - transmittal letter to COA with received stamp and acknowledgement letter from DBM, Staff Bureaus and ROs - transmittal to CO submission through electronic mail Dimensions to Measure: Quality & Timeliness
Sustained compliance with COA Audit Findings	50% of total audit recommendations (prior and current) fully implemented as shown in COA CAAR Status of Implementation of Prior Years' Recommendations on December 1, 2022 with report submitted to ASEC for Finance		PENRO - Management Services Division - Technical Services Division All concerned Sections						R.O to submit to C.O. thru FMS Director Scope of Coverage: 2021 CAAR MOVs: Agency Action Plan Status of Implementation (AAPSI) submitted to Asec for Finance Dimensions to Measure: Quantity & Timeliness Deadline of submission is subject to change based on the instruction of top management.
Compliance to PHILGEPS Conditions	100% PHILGEPS conditions complied by January 31, 2024		PENRO - Management Services Division - PBAC						copy furnish DENR Central Office (PSMID-PHMS) Scope of Coverage: January 1-December 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 aoc2secretariat@daa.edu.ph 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		PENRO - Management Services Division - PBAC						Scope of Coverage: 2024 Procurement Projects Status of projects in the PhilGEPS System for Early Procurement, is updated on or before January 31, 2024. MOVs: submitted certificate to GPPB. acknowledgement from GPPB deadline should be refiled letter advisory issued by GPPB Dimensions to Measure: Quality & Timeliness Copy furnished DENR Central Office (PSMID-PHMS) 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



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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.		PENRO - Management Services Division - PBAC						Scope of Coverage: CY 2022 MOIs: Auto-generated acknowledgement from the GPPB-TSO Submitted Accomplished APCPI and Auto-generated acknowledgement from the GPPB-TSO Dimensions to Measure: Quality and Timeliness copy furnished PSMD NEW - included in the qualifying of PBB AO 25 deadline is on 30 June 2022
Posting of FY2024 APP-NonCSE in the Agency Transparency Page	100% of Indicative FY 2024 APP-NonCSE in the Agency's Transparency Seal webpage posted on 30 September 2023		PENRO - Management Services Division - PBAC						Scope of Coverage: CY 2023 MOIs: printed copy/screen shot of proof of posting of indicative FY 2024 in the Transparency Seal Dimensions to Measure: Quality and Timeliness copy furnished DENR Central Office (PSMD-PNMS)
Submission of Annual Pro Submission of Annual Procurement Plan-Common Use supplies and equipment (APP-CSE) to DBM-PS through PhilGEPS Virtual Storeurement Plan-Common	100% of Annual Procurement Plan-Common use supplies and equipment (APP-CSE) submitted to DBM-PS through PhilGEPS Virtual Store on the prescribed format based on DBM Circular Letter 2013-14 dated Nov 29, 2013 on the prescribed period set by DBM-PS (September 30, 2023)		PENRO - Management Services Division - PBAC						Scope of Coverage: CY 2024 MOIs: http://ps-philgeps.gov.ph/home/index.php/agency-relationate Dimensions to Measure: Quality & Timeliness Submission of RO copy furnish the DENR C.O. (PSMD-PNMS)
Submission of Annual Procurement Plan (APP) Non-CSE based on the approved GAA to GPPB-TSO	100% Annual Procurement Plan (APP) - Non CSE CY 2023 based on the approved 2023 GAA submitted to GPPB-TSO on January 31, 2023 in accordance with GPPB Circular 02-2020 dated May 20, 2020		PENRO - Management Services Division - PBAC						Scope of Coverage: CY 2023 MOIs: Submitted APP-Non CSE based on approved 2023 GAA and Auto-generated acknowledgement from the GPPB-TSO Dimensions to Measure: Quality & Timeliness copy furnish the DENR Central Office (PSMD-PNMS)
Submission of Report on the Physical Count of Property, Plant and Equipment (RPCPPE) to COA	1 Report on Physical Count of property, plant and equipment (RPCPPE) submitted to Commission on Audit (COA) by the end of January 2023 based on Government accounting Manual		PENRO - Management Services Division - Admin. and Finance Section v General Services Unit						Scope of Coverage: CY 2022 MOIs: Submitted Inventory report (RPCPPE) with stamp received by COA Dimensions to Measure: Quality & Timeliness RPCPPE as of Dec 31, 2022 with stamp received by COA of Staff Bureaus and Regional Offices (RO and PENROs) Copy furnish DENR Central Office (PSMD-PNMS) submitted by 31 January 2023 To be filed on 1st semester



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					Q1	E2	T3	A4	
Implementation of Good Governance conditions	100% SALN of DENR employees based on Section 8 of RA 6713 submitted to concerned oversight agency on April 30, 2023		PENRO - Management Services Division • Admin. and Finance Section - Technical Services Division All permanent employees						Scope of Coverage: From March 1- April 30 2023 From the submission of individual SALN MOVs: Matrix and transmittal to oversight agency (CSC and OP) Dimensions to Measure: Quality & Timeliness
	100% Notice of Salary Adjustment (NOSA) received by employee by 31 March 2023	11,000	PENRO - Management Services Division • Admin. and Finance Section v/ Personnel Unit						Scope: From the issuance of NBC 588 dated 3 January 2022 (Republic Act No. 11469) MOV: receiving copy and summary Dimensions to Measure: Quality & Timeliness
	100% certification of Leave Credits issued to all employees 7 working days after each semester		PENRO - Management Services Division • Admin. and Finance Section v/ Personnel Unit						Scope of Coverage: All leave credits certificate issued to all employees each semester MOVs: Leave Credits Certification Dimensions to Measure: Quality & Timeliness October 2022 to June 30, 2023- issued after 7 working days July 2023 to December 2023 - issued after 7 working days
	FY 2023 OPCR commitment based on approved SPMs guidelines submitted to Director for Policy and Planning Service on 31 March 2023		PENRO - Management Services Division • Planning and ICT Section v/ Plans and Program Unit - Technical Services Division • All Section Chiefs						Scope of Coverage: CY 2022 MOVs: receiving copy of OPCR submitted to PPD Dimensions to Measure: Quality & Timeliness PENRO submitted to PMD Region, CENRO- submitted to Planning Section, MSD
	100% DPCRs commitment based on the approved OPCR submitted to Director concerned by April 15, 2023		PENRO - Management Services Division • Planning and ICT Section v/ Plans and Program Unit - Technical Services Division • All Section Chiefs						Scope of Coverage: CY 2023 MOVs: receiving copy of DPCR to Director concerned Dimensions to Measure: Quality & Timeliness PENRO submitted to Admin division Regional Office
	100% IPCRs commitment based on the approved DPCR submitted to Personnel Division/Unit by 30 April 2023		PENRO - Management Services Division • Admin. and Finance Section v/ Personnel Unit - Technical Services Division All employees						Scope of Coverage: CY 2023 MOVs: receiving copy of IPCR to Personnel Division Dimensions to Measure: Quality & Timeliness PENRO submitted to Admin Division Regional Office, CENRO-submitted to Admin & Finance Section, MSD
	One (1) L& D intervention per permanent employee provided on 31 December 2023		All regular employees						Scope of Coverage: FY 2023 L&D intervention MOVs: TTD database, Regional HRD database, Coaching Plan and Coaching Form Dimensions to Measure: Quantity & Timeliness Regular employees only



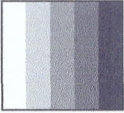
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Actions on Documents/ Requests	100% documents acted upon with minor revision 7 working days for simple documents and 15 working days for complex documents upon receipt		PENRO Chief for Management Services Chief for Technical Services All Division Chiefs NGP Coordinator Information Officer All Employees						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 for services enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODB) shall be followed
Attendance to Meetings / Workshops / Conferences	100% meetings/ workshops/ conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings/ workshops/ conferences		PENRO Chief for Management Services Chief for Technical Services All Section Chiefs NGP Coordinator Information Officer All Employees						Scope of Coverage: of head of office delegated/ represented to staff MOVs: Report, Matrix of Workshop and Conference, S.O. and Notice of meeting Dimensions to Measure: Quality and Timeliness
Personnel Management	22 contract of service prepared semi-annually	26,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit Chief for Technical Services All Section Chiefs						Dimensions to Measure: Quality, Quantity and Timeliness
	40 salary payrolls prepared and processed monthly	20,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit						Dimensions to Measure: Quality, Quantity and Timeliness
	73 IPQR commitment submitted to Personnel Section, Admin. Division-RO with matrix of those who submit and did not (January to December 2023)	7,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit Chief for Technical Services All Section Chiefs All Employees						Dimensions to Measure: Quality and Timeliness
	73 IPQR with rating submitted to Personnel Section, Admin. Division-RO with matrix of those who submit and did not January - with Rating (July-Dec 2022) July - with Rating (Jan-June 2023)	10,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit Chief for Technical Services All Section Chiefs All Employees						Dimensions to Measure: Quality and Timeliness



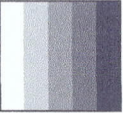
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					Q1	E2	T3	A4	
	73 NOSA report prepared , reviewed and approved within 1st qtr	11,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit						Dimensions to Measure: Quality and Timeliness
	6 NOSI report prepared and submitted to RO	12,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit						Dimensions to Measure: Quality and Timeliness
General Services Administration	100% of procured property with acquired cost Php 50,000.00 above, Property Acknowledgement Receipt (PAR) prepared	10,000	PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness
	1 Report on Physical Count of Property Plant and Equipment as of December 31, 2022 submitted to COA by the end of January 2023	10,000	PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness
	8 vehicles registered and insured		PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness
	2 buildings/ office and its content insured		PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness
	8 vehicles maintained and repaired		PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness
	10 office equipment maintained and repaired including furnitures and fixtures		PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness
	1 gen set maintained		PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness



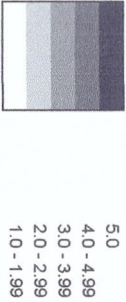
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					Q1	E2	T3	A4	
	2 office building maintained and repaired		PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness
	1 support staff hired (Admin. Assistant)	167,000	PENRO Chief for Management Services • Admin. and Finance Section v GS Unit						Dimensions to Measure: Quality and Timeliness
Records Management and Documentation	1,020 documents/ correspondences received and recorded DATS	20,000	PENRO Chief for Management Services • Admin. and Finance Section v Records Unit						Dimensions to Measure: Quality and Timeliness
	1 support staff hired (Records Management Assistant)	166,000	PENRO Chief for Management Services • Admin. and Finance Section v Records Unit						Dimensions to Measure: Quality and Timeliness
	1 FOI report submitted	166,000	PENRO Chief for Management Services • Admin. and Finance Section v Records Unit						Dimensions to Measure: Quality and Timeliness
Procurement Services Administration	1 update APP non-CSE based on approved GAA FY 2023 submitted to GPPB-TSO and CO within 1t qtr	40,000	PENRO Chief for Management Services • Admin. and Finance Section v BAC						Dimensions to Measure: Quality and Timeliness
	7 Division/Office 2024 Indicative Project Procurement Management Plans (PPMP) evaluated and consolidated (no.) within 1st qtr	4,000	PENRO Chief for Management Services • Admin. and Finance Section v BAC						Dimensions to Measure: Quality and Timeliness
	1 Indicative APP non-CSE for F 2024 posted at DENR MIMAROPA Region Transparency Seal on or before Sep. 30, 2023 or as prescribed by DBM	5,000	PENRO Chief for Management Services • Admin. and Finance Section v BAC						Dimensions to Measure: Quality and Timeliness
	1 Indicative APP-CSE for FY 2024 prepared & uploaded to the PS- PhilGEPS virtual Store within 3rd qtr		PENRO Chief for Management Services • Admin. and Finance Section v BAC						Dimensions to Measure: Quality and Timeliness
	1 Early procurement activity conducted within 4th qtr	10,000	PENRO Chief for Management Services • Admin. and Finance Section v BAC						Dimensions to Measure: Quality and Timeliness

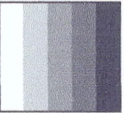


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	PhilGEPS posting compliance (no.) (January 31, 2023) (compliance for 2022)		PENRO Chief for Management Services • Admin. and Finance Section ✓ BAC						Dimensions to Measure: Quality and Timeliness
	2 Procurement monitoring report (PMR) prepared and submitted (no.) semi-annually (January 14, 2023 for 2nd Sem 2022) (July 14, 2023 for 1st sem 2023)		PENRO Chief for Management Services • Admin. and Finance Section ✓ BAC						Dimensions to Measure: Quality and Timeliness
	1 Support staff hired(no.) (PBAC Support Staff) Office Support Assistant (BAC)	166,000	PENRO Chief for Management Services • Admin. and Finance Section ✓ BAC						Dimensions to Measure: Quality and Timeliness
	Disbursement Report prepared and submitted monthly to the Accounting Section RADAI (no.)		PENRO Chief for Management Services • Admin. and Finance Section ✓ Cashiering and Collection						Dimensions to Measure: Quality and Timeliness
	Disbursement Report prepared and submitted monthly to the Accounting Section RCI (no.)		PENRO Chief for Management Services • Admin. and Finance Section ✓ Cashiering and Collection						Dimensions to Measure: Quality and Timeliness
	240 LDDAP submitted/ forwarded to the bank by end of December 2023		PENRO Chief for Management Services • Admin. and Finance Section ✓ Cashiering and Collection						Dimensions to Measure: Quality and Timeliness
	Monthly Report of Collections prepared and submitted to Finance and COA	25,000	PENRO Chief for Management Services • Admin. and Finance Section ✓ Cashiering and Collection						Dimensions to Measure: Quality and Timeliness
	140 remittances check prepared/ delivered to bank by end of December 2023	10,000	PENRO Chief for Management Services • Admin. and Finance Section ✓ Cashiering and Collection						Dimensions to Measure: Quality and Timeliness
	48 Advice of Checks Issued and Cancelled (ACIC) prepared and submitted to bank, BTr by end of December 2023	10,000	PENRO Chief for Management Services • Admin. and Finance Section ✓ Cashiering and Collection						Dimensions to Measure: Quality and Timeliness

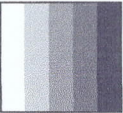


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	Php190,000 revenues generated/ collected by end of December 2023 <i>Forest Revenue - Php100,000 Lands related revenue - Php40,000 Fees/ income collected and deposited in PA R/A (75%) and I/PAF - SAGF (25%) - Php50,000</i>		PENRO Chief for Management Services • Admin. and Finance Section √ Cashiering and Collection						Dimensions to Measure: Quantity and Timeliness
	7 Special Disbursing Officers bonded/ renewed		PENRO Chief for Management Services • Admin. and Finance Section √ Cashiering and Collection						Dimensions to Measure: Quantity and Timeliness
	1 Support Staff hired (Office Support Staff)	166,000	PENRO Chief for Management Services • Admin. and Finance Section √ Cashiering and Collection						Dimensions to Measure: Quantity and Timeliness
Accounting	1,600 Disbursement Vouchers, payrolls and other claims processed by end of December 2023	18,000	PENRO Chief for Management Services • Admin. and Finance Section √ Accounting						Dimensions to Measure: Quantity and Timeliness
	40 Purchase Orders processed with Certificate of Availability of Funds/ returned to Procurement Section by end of December 2023		PENRO Chief for Management Services • Admin. and Finance Section √ Accounting						Dimensions to Measure: Quantity and Timeliness
	240 prepared ADA submitted to Cashier by end of December 2023		PENRO Chief for Management Services • Admin. and Finance Section √ Accounting						Dimensions to Measure: Quantity and Timeliness
	24 BIR Form 2307 for Suppliers/ Creditors issued by end of December 2023		PENRO Chief for Management Services • Admin. and Finance Section √ Accounting						Dimensions to Measure: Quantity and Timeliness
	96 Monthly Remittance Report with voucher certified/ forwarded to approving authority/ submitted to remitting offices (DENREU, GSIS, HDMF, etc.)	16,000	PENRO Chief for Management Services • Admin. and Finance Section √ Accounting						Dimensions to Measure: Quantity and Timeliness
	109 Certificate of Taxes Withheld issued - Form 2316		PENRO Chief for Management Services • Admin. and Finance Section √ Accounting						Dimension to Measure: Quality and Timeliness



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	2 Alphabet Report for CY 2022 Annual Alphabet 1604c, 1604e within 1st Qtr		PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	1,500 JEV prepared/ approved and submitted to COA monthly		PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quantity, Quality and Timeliness
	48 Financial Report/ Statements/ Schedules prepared, approved and submitted to COA quarterly		PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	Financial Accountability Report (FAR) 3 submitted to COA and CO/ RO annually	10,000	PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	Financial Accountability Report (FAR) 4 submitted to COA and CO/ RO monthly		PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	Financial Accountability Report (FAR) 1-C submitted to COA and CO/ RO quarterly		PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	Financial Accountability Report (FAR) 5 submitted to COA and CO/ RO quarterly		PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	1,800 transactions recorded/ posted into different books of accounts/ journals	24,000	PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	Disbursement Report transmitted to COA monthly	16,000	PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	Reports on Ageing of Cash Advances (RACA) prepared monthly	13,000	PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness



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	16 Financial Statements submitted to RO quarterly	16,000	PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	48 Financial Statements submitted to COA quarterly	16,000	PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	1 National Reconciliation attended within 4th quarter	20,000	PENRO Chief for Management Services • Admin. and Finance Section v Accounting						Dimension to Measure: Quality and Timeliness
	1,595 Obligation Request/ Budget Utilization Request processed, evaluated and approved	14,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
	2 Project Procurement Management Plan evaluated, reviewed and certified as to the availability of funds within 1st qtr and 3rd quarter		PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
	Financial Accountability Report (FAR) 1 submitted to COA/ CO quarterly	10,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
	Financial Accountability Report (FAR) 1-A submitted to COA/ CO quarterly	10,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
	Financial Accountability Report (FAR) 1-B submitted to COA/ CO quarterly	10,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
	Financial Monitoring Report prepared, analyzed, consolidated and submitted to CO monthly	3,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
	36 RAOD prepared and maintained monthly	16,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness



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P/A/Ps	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	Pre-Reconciliation conducted and attended within 4th Qtr	10,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
	National Reconciliation conducted and attended within 1st Qtr	10,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
	1 Support Staff hired by December 2023 (Accounting/ Budget Assistant)	199,000	PENRO Chief for Management Services • Admin. and Finance Section v Budgeting						Dimension to Measure: Quality and Timeliness
Top Level Management and Supervision	1,800 papers/ documents/ communications acted upon	32,000	PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
	8 field visits conducted by end of December 2023	60,000	PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
	12 meetings/ conferences attended by end of December 2023	77,000	PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
	12 meetings/ conferences conducted by end of December 2023	112,000	PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
	100 clients served by end of December 2023		PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
	1 Support Staff hired by end of December 2023 (1 messenger (Janitor/ Messenger)	166,000	PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness



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P/A/Ps	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	AAPSI-ML (Current year and Prior years) prepared and submitted to COA quarterly		PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
	AAPSI-CAAR submitted to COA semi-annually		PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
	QMS activities implemented by end of December 2023	50,000	PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
	EMS activities implemented by end of December 2023	50,000	PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
Human Resource Development	125 supplies procured and distributed to personnel employees within 2nd qtr	100,000	PENRO Chief for Management Services • Admin. and Finance Section v Top Level Mgt.						Dimension to Measure: Quality and Timeliness
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	1 Network Infrastructure maintained with 90% uptime with report submitted every 5th day of the following month		PENRO - Management Services Division • Planning and ICT Section v ICT Unit						Scope of Coverage: Regional Offices to PENRO MOV: Region & KISS report Dimensions to Measure: Quality & Timeliness
	100% of development activities of all Issued Tenure Instruments updated in eFIS within 15 working days upon receipt of the annual accomplishment report		PENRO - Technical Services Division • Conservation and Development Section v CBFM Unit • Regulation and Permitting Section v Forest Utilization Unit - Management Services Division • Planning and ICT Section v ICT Unit						Scope of Coverage: Existing 25 year tenure instruments with submitted CY 2022 annual accomplishment report and/or Compliance Monitoring Report MOV: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness Non exceedable targets
	monthly internet connectivity subscription acquired	180,000	PENRO - Management Services Division • Planning and ICT Section v ICT Unit						Dimensions to Measure: Quality



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P/AsPs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	100% information systems and databases maintained and updated	15,000	PENRO - Management Services Division • Planning and ICT Section v ICT Unit						Dimensions to Measure: Quality
Formulation and Monitoring of ENR Sector Policies , Plans , Programs, and Projects	FY 2024 Work and Financial Plan based on 2024 Planning Guidelines submitted to the Policy and Planning Service on the prescribed period	78,000	PENRO - Management Services Division • Admin. and Finance Section • Planning and ICT Section - Technical Services Division • Enforcement Section • Conservation and Development Section • Regulation and Permitting Section • Regulation and Permitting Section Information Officer NGP Coordinator						Scope of Coverage: FY 2024 MOIs: Endorsement of WFP with acknowledgement of RPD Dimensions to Measure: Quality & Timeliness The submission of the WFP is based on NEP
Preparation and submission of Budget Proposal for FY 2024 cum Forward Estimate for FY 2024-2026	FY 2024 budget proposal and forward estimate submitted to RO	82,000	PENRO - Management Services Division • Admin. and Finance Section • Planning and ICT Section - Technical Services Division • Enforcement Section • Conservation and Development Section • Regulation and Permitting Section • Regulation and Permitting Section Information Officer NGP Coordinator						
Conduct of Consultation Meeting with Stakeholders	1 meetings/ consultations conducted		PENRO - Management Services Division • Planning and ICT Section						Dimensions to Measure: Quality, Quality & Timeliness
Preparation and Submission of OPCR/ DPCR	FY 2024 OPCR commitment prepared/ reviewed and submitted to RO	5,000	PENRO - Management Services Division • Planning and ICT Section						Dimensions to Measure: Quality & Timeliness
	FY 2024 DPCR commitment prepared/ reviewed and submitted to RO	5,000	PENRO - Management Services Division • Planning and ICT Section						Dimensions to Measure: Quality & Timeliness
Conduct of Monitoring and Evaluation of Programs and Projects	Quarterly monitoring and validation of programs/ project accomplishments conducted with categorical recommendation	68,000	PENRO - Management Services Division • Planning and ICT Section						Dimensions to Measure: Quality & Timeliness



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PIA/Ps	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
Consolidation of Physical and Financial Accomplishment Report	consolidated monthly reports prepared and submitted to RO every 5th day of the following month	20,000	PENRO - Management Services Division • Admin. and Finance Section • Planning and ICT Section - Technical Services Division • Enforcement Section • Conservation and Development Section • Regulation and Permitting Section Information Officer NGP Coordinator						Scope of Coverage: monthly consolidated report MOV: Accomplishment report submitted and received by PMO Dimensions to Measure: Quality & Timeliness
Consolidation of Annual Accomplishment Report	consolidated annual report prepared and submitted to RO	19,000	PENRO - Management Services Division • Planning and ICT Section						Dimensions to Measure: Quality & Timeliness
Conduct of Physical and Financial Assessment	semi-annual assessment conducted	30,000	PENRO - Management Services Division • Planning and ICT Section						Dimensions to Measure: Quality & Timeliness
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
Collection of Revenues	PHP100,000 Revenues collected and deposited to Bureau of Treasury with monthly report of collection every 5th day of the following month		PENRO - Management Services Division • Admin. and Finance Section Credit Officer						MOV: Monthly report of collection, Deposit slip 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 (ITNA, SIPMA, FLGMA, FLAIG, FLAIG) Dimensions to Measure: Quality & Timeliness
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM									
Forest Development, Rehabilitation and Protection									
	2 forest extension officers hired by end of December 2023	490,000	PENRO - Technical Services Division • Conservation and Development Section v ENGP and Watershed Unit NGP Coordinator - Management Services Division • Admin. & Finance Section						Dimensions to Measure: Quality
	1 technical and support personnel hired with report submitted for assessment of graduated NGP sites by end of December 2023	245,000	PENRO - Technical Services Division • Conservation and Development Section v ENGP and Watershed Unit NGP Coordinator - Management Services Division • Admin. & Finance Section						Dimensions to Measure: Quality



PI/APS	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	1 database management officer hired to upload and manage the NGP database by end of December 2023	245,000	PENRO - Technical Services Division • Conservation and Development Section v/ ENGP and Watershed Unit NGP Coordinator - Management Services Division • Admin. & Finance Section						Dimensions to Measure: Quantity
	1 financial staff hired to assist in recording Books of Accounts of the reforestation projects by end of December 2023	245,000	PENRO - Technical Services Division • Conservation and Development Section v/ ENGP and Watershed Unit NGP Coordinator - Management Services Division • Admin. & Finance Section						Dimensions to Measure: Quantity
	1 4X4 pick-up vehicle procured by end of 2nd qtr	2,100,000	PENRO - Technical Services Division • Conservation and Development Section v/ ENGP and Watershed Unit NGP Coordinator - Management Services Division BAC						Dimensions to Measure: Quantity and Timeliness
OTHER CROSS CUTTING INDICATORS									
Conduct of Client Satisfaction Survey	CSS Rating of 4.00 or higher (based on Citizen's Charter list of services) achieved as indicated in the 2023 CSS report		PENRO - Technical Services Division - Management Services Division						SDRMO to provide the report with the disaggregated rating for the Central, Regions, PENROs and CENROs. Bureaus shall provide results for their respective CSS Scope of Coverage: Citizen's Charter services with completed transactions by DENR Central Office, PMB, LMB, ERDB, BMB, Regional Office PENROs CENROs from January to December 2023 MOV's: Client Satisfaction Rating Report Dimension to Measure: Quality
Average Rating:									
CATEGORY									Rating
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:					Final Rating by:				Date
JONAS PAOLO M. SALUDO OIC-Chief, Planning and Management Division					LORMELYN E. CLAUDIO, CESO IV Regional Executive Director				
DONNA MAYOR-GORDOVE, CESO IV ARD for Management Services/ Vice-Chairperson, RPMT									

Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average

DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

I, MALVIN R. ROCERO, Chief for Technical Services Division of PENRO Romblon, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to December 2023.

Approved by: 

ARNOLITO A. BRIZUELA JR.
JIC PENR Officer

Approved by: 

MALVIN R. ROCERO
Chief, TSD

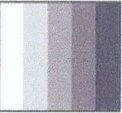
Date: _____

MAXIMO C. LANDRITO
Officer-in-Charge Assistant Regional Director for Technical Services

Date: _____

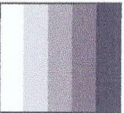


PI/APs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT									
Budget Utilization Rate	100% FY 2023 budget utilization rate submitted to Central Office on or before 15th day following the end of the year (15 January 2024)		PENRO - Management Services Division • Admin. and Finance Section v Budget Unit - Technical Services Division All Section Chiefs						Scope of Coverage: Covering all funds from January to December 2023 Obligation/Commitment Rate and Disbursement/Obligation Rate MOV's: Staff Bureau and RO's - transmittal (through email) to CO, CO FMS to acknowledge Dimensions to Measure: Quality and Timeliness
Sustained compliance with COA Audit Findings	50% of total audit recommendations (prior and current) fully implemented as shown in COA CAAR Status of Implementation of Prior Years' Recommendations on December 1, 2022 with report submitted to ASEC for Finance		PENRO - Management Services Division - Technical Services Division All concerned Sections						R.O to submit to C.O. thru FMS Director Scope of Coverage: 2021 CAAR MOV's: Agency Action Plan Status of Implementation (AAPSI) submitted to Asec for Finance Dimensions to Measure: Quantity & Timeliness Deadline of submission is subject to change based on the instruction of top management.
Implementation of Good Governance conditions	100% SALN of DENR employees based on Section 8 of RA 6713 submitted to concerned oversight agency on April 30, 2023		PENRO - Management Services Division • Admin. and Finance Section - Technical Services Division All permanent employees						Scope of Coverage: From March 1- April 30 2023 From the submission of individual SALN MOV's: Matrix and transmittal to oversight agency (CSC and OP) Dimensions to Measure: Quality & Timeliness
	FY 2023 OPCR commitment based on approved SPMS guidelines submitted to Director for Policy and Planning Service on 31 March 2023		PENRO - Management Services Division • Planning and ICT Section v Plans and Program Unit - Technical Services Division • All Section Chiefs						Scope of Coverage: CY 2023 MOV's: receiving copy of OPCR submitted to PPD Dimensions to Measure: Quality & Timeliness PENRO submitted to PMD Region, CENRO- submitted to Planning Section, MSD



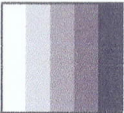
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PI/APs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	100% DPCRs commitment based on the approved OPCR submitted to Director concerned by April 15, 2023		PENRO - Management Services Division • Planning and ICT Section v Plans and Program Unit - Technical Services Division • All Section Chiefs						Scope of Coverage: CY 2023 MOVs: receiving copy of DPCR to Director concerned Dimensions to Measure: Quality & Timeliness PENRO submitted to Admin division Regional Office
	100% IPCRs commitment based on the approved DPCR submitted to Personnel Division/Unit by 30 April 2023		PENRO - Management Services Division • Admin. and Finance Section v Personnel Unit - Technical Services Division All employees						Scope of Coverage: CY 2023 MOVs: receiving copy of PCR to Personnel Division Dimensions to Measure: Quality & Timeliness PENRO submitted to Admin Division Regional Office CENRO-submitted to Admin & Finance Section, MSD
	One (1) L& D Intervention per permanent employee provided on 31 December 2023		All regular employees						Scope of Coverage: FY 2023 L&D intervention MOVs: TDD database, Regional HRD database, Coaching Plan and Coaching Form Dimensions to Measure: Quantity & Timeliness Regular employees only
Actions on Documents/ Requests	100% documents acted upon with minor revision 7 working days for simple documents and 15 working days for complex documents upon receipt		PENRO Chief for Management Services Chief for Technical Services All Division Chiefs NGP Coordinator Information Officer All Employees						Scope of Coverage: 100% of files received documents MOVs: Based on Document Tracking System, Logbook Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness for services enrolled in the Citizens Charter, timeline provided in the RA 11032 (EODS) shall be followed
Attendance to Meetings / Workshops / Conferences	100% meetings/ workshops/ conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings/ workshops/ conferences		PENRO Chief for Management Services Chief for Technical Services All Section Chiefs NGP Coordinator Information Officer All Employees						Scope of Coverage: of head of office delegates/ represented to staff MOVs: Report, Matrix of Workshop and Conference, S.O. and Notice of meeting Dimensions to Measure: Quality and Timeliness
Personnel Management	22 contract of service prepared semi-annually	26,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit Chief for Technical Services All Section Chiefs						Dimensions to Measure: Quantity, Quality and Timeliness



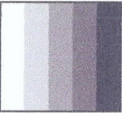
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PI/APs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	73 IPQR commitment submitted to Personnel Section, Admin. Division-RO with matrix of those who submit and did not (January to December 2023)	7,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit Chief for Technical Services All Section Chiefs All Employees						Dimensions to Measure: Quality and Timeliness
	73 IPQR with rating submitted to Personnel Section, Admin. Division-RO with matrix of those who submit and did not January - with Rating (July-Dec 2022) July - with Rating (Jan-June 2023)	10,000	PENRO Chief for Management Services • Admin. and Finance Section v Personnel Unit Chief for Technical Services All Section Chiefs All Employees						Dimensions to Measure: Quality and Timeliness
SUPPORT TO OPERATIONS									
Data Management including Information Systems Development and Maintenance	100% of development activities of all issued Tenure Instruments updated in eFIS within 15 working days upon receipt of the annual accomplishment report		PENRO - Technical Services Division • Conservation and Development Section v CBFM Unit • Regulation and Permitting Section v Forest Utilization Unit - Management Services Division • Planning and ICT Section v 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 Non exceedable targets
	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		PENRO - Technical Services Division • Regulation and Permitting Section v Forest Utilization Unit						Scope of Coverage: Newly approved tenure and PTPR MOVs: Date receipt and date encoded Dimensions to Measure: Quality & Timeliness Non exceedable targets
Formulation and Monitoring of ENR Sector Policies , Plans , Programs, and Projects	FY 2024 Work and Financial Plan based on 2024 Planning Guidelines submitted to the Policy and Planning Service on the prescribed period	78,000	PENRO - Management Services Division • Admin. and Finance Section • Planning and ICT Section - Technical Services Division • Enforcement Section • Conservation and Development Section • Regulation and Permitting Section Information Officer NGP Coordinator						Scope of Coverage: FY 2024 MOVs: Endorsement of WFP with acknowledgement of PRD Dimensions to Measure: Quality & Timeliness The submission of the WFP is based on NEP



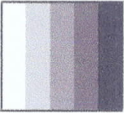
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PI/APs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
Preparation and submission of Budget Proposal for FY 2024 cum Forward Estimate for FY 2024-2026	FY 2024 budget proposal and forward estimate submitted to RO	82,000	PENRO - Management Services Division • Admin. and Finance Section • Planning and ICT Section - Technical Services Division • Enforcement Section • Conservation and Development Section • Regulation and Permitting Section Information Officer NGP Coordinator						
Consolidation of Physical and Financial Accomplishment Report	consolidated monthly reports prepared and submitted to RO every 5th day of the following month	20,000	PENRO - Management Services Division • Admin. and Finance Section • Planning and ICT Section - Technical Services Division • Enforcement Section • Conservation and Development Section • Regulation and Permitting Section Information Officer NGP Coordinator						Scope of Coverage: monthly consolidated report MOVA: Accomplishment report submitted and received by PMO Dimensions to Measure: Quality & Timeliness
Operationalization/ Maintenance of Enhanced Forestry Information System	1 Data Encoder hired	219,000	PENRO - Technical Services Division • Forest Management						Dimensions to Measure: Quality & Timeliness
Resurveying and mapping of existing tenurial instrument, overlapping tenure, erroneous survey and tenured area with no map	76.6 has area surveyed and GIS generated maps (shapfiles provided) and tenure instrument projected in the control map of the RO	39,000	PENRO - Technical Services Division • Conservation and Development Section v CBFM Unit • Regulation and Permitting Section v Survey and Mapping Unit						Dimensions to Measure: Quality & Timeliness
Price Monitoring of Forest Products	100% of monthly provincial summary report forms of forest products price monitoring submitted to RO on the 15th day of month ensuring the reference month	25,000	PENRO - Technical Services Division • Regulation and Permitting Section v Forest Utilization Unit						Dimensions to Measure: Quality & Timeliness
Statistical Reporting System	100% of quarterly statistical report validated on grou consolidated, analyzed and submitted to RO every 20th day of the following month after the reference quarter	4,000	PENRO - Technical Services Division • Regulation and Permitting Section v Forest Utilization Unit						Dimensions to Measure: Quality & Timeliness



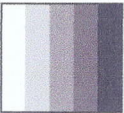
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P/As/Is	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
Wood Importation and Disposition	100% of monthly reports on wood importation and disposition consolidated, validated and submitted to RO every 10th day of the ensuing month	4,000	PENRO - Technical Services Division • Regulation and Permitting Section v Forest Utilization Unit						Dimensions to Measure: Quality & Timeliness
Forestry Related Income Collection	100% of monthly reports on forestry related income consolidated, validated and submitted to RO on or before the 5th day of the succeeding month	4,000	PENRO - Management Services Division • Admin. and Finance Section v Cashiering and Collection Unit						Dimensions to Measure: Quality & Timeliness
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM									
	600 km of patrol conducted within conservation area uploaded to the Lawin server every 5th of the ensuing month	480,000	PENRO - Technical Services Division • Enforcement Section						CENRO, at least 10 km regular patrol conducted (monthly) Scope of Coverage: Forest cover plus graduated NSP sites (2011-2020) which are outside forest cover MOVR: e-DATS Memo endorsement Copy of the Approved Guidelines Dimensions to Measure: Quality & Timeliness
	75% of the observed threats that require post patrol responses had actions taken with reports submitted on 31 December 2023		PENRO - Technical Services Division • Enforcement Section						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 patrol 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 MOVR: Based on the data uploaded on the Lawin server and reports submitted Dimensions to Measure: Quality & Timeliness
	100% of areas applied for cutting/ harvesting permits inspected/ validated with report submitted to RO by end of December 2023	70,000	PENRO - Technical Services Division • Regulation and Permitting Section v Forest Utilization Unit						Dimensions to Measure: Quality & Timeliness
	100% tenure/ permit holders monitored in compliance to terms and conditions of the permit and forestry laws, rules and regulations within 2nd qtr	19,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	100% tenure/ permit holders (CBFMA) monitored in compliance to terms and conditions of the permit and forestry laws rules and regulations by end of December 2023	38,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness



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PI/APs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUAL'S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	100% of tenurial instruments targeted for PE evaluated with categorical recommendation and report submitted to RO by end of December 2023	84,000	PENRO - Technical Services Division • Conservation and Development Section						Dimensions to Measure: Quality & Timeliness
	99 CSC area evaluated with categorical recommendation and report submitted by end of December 2023	357,000	PENRO - Technical Services Division • Conservation and Development Section						Dimensions to Measure: Quality & Timeliness
	25 individuals deputized by end of December 2023	60,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	2 meetings conducted with report submitted to RO by end of December 2023	120,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	3 IEC campaign conducted with costing prepared and implemented by end of December 2023	120,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	1,000 bdt. of apprehended undocumented forest products including NTFPs with incidence report submitted to RO by end of December 2023	200,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	1,000 bdt. of apprehended forest products hauled to PENR Office or any nearest Government Office with incidence report submitted by end of December 2023	180,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	4 immediate adjudication proceedings report carried out quarterly	178,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	2,250 bdt. of forest products apprehended/ confiscated inventoried by end of December 2023	100,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	1 investigation report endorsed to RO with actions taken by end of December 2023	60,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness
	1 Legal researcher hired with report submitted to RO by end of December 2023	397,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quality & Timeliness



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PIAPs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUAL'S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	5 has. of fire line established with report to RO by end of 2nd qtr 2023	120,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quantity & Timeliness
	5 FPOs hired by end of December 2023	510,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quantity & Timeliness
	600 km distance patrolled with report submitted with at least 75% of the observed threats had actions taken by end of December 2023	480,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quantity, Quality & Timeliness
	quarterly patrol plan endorsed to RO by end of December 2023		PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quantity & Timeliness
	Php40,000 revenue collected with report submitted to RO by end of December 2023 (for Lands related revenue)		PENRO Chief for Management Services • Admin. and Finance Section v Cashiering and Collection						Dimensions to Measure: Quality & Timeliness
	10 WTMU mobilized by end of December 2023	110,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quantity and Timeliness
	25 WEOs deputized and mobilized with report submitted monthly		PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quantity and Timeliness
	1 investigation conducted with report submitted to RO by end of 2nd qtr	25,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quantity and Timeliness
	1 resolution approved and adopted (meeting conducted and support to anti-illegal logging) operations by end of 1st qtr	30,000	PENRO - Technical Services Division • Monitoring and Enforcement Section						Dimensions to Measure: Quantity and Timeliness
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM									
Protected Areas Development and Management		754,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MCGNP v PAMO CWFR PASus						Performance target based on WFP Scope of Coverage: All Protected Areas MOY's: PAMB Resolutions with approved minutes Dimensions to Measure: Quantity & Timeliness
Mt. Guiting Guiting Natural Park - 8 resolutions CALSAMAG Watershed Forest Reserve - 8 resolutions									

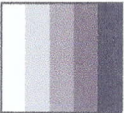


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PIAPs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUAL'S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	100% PAs with BMS conducted semi-annually with reports submitted to BMB 7 days after review of the Region	500,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR						Scope of Coverage: Breakdown of PAs (number of BMS Conducted) MOYs: BMS Report (Semi-Annual) Dimensions to Measure: Quantity, Quality & Timeliness
	Mt. Guiting Guiting Natural Park CALSAMAG Watershed Forest Reserve		PASus						
	132 signages monitored and maintained by end of 2nd qtr	250,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP PASu						Dimensions to Measure: Quantity & Timeliness
	49 tenure migrants monitored using SEAMS Questionnaire Form 1 based on issued Form 5 by end of 2nd Qtr	100,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP PASu						Dimensions to Measure: Quantity & Timeliness
	flora and fauna monitoring and implemented by end of 3rd qtr	400,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR PASu						Dimensions to Measure: Quantity & Timeliness
	4 BMS implemented semi-annually	500,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR PASu						Dimensions to Measure: Quantity, Quality & Timeliness
	2 communication plan prepared by end of 3rd qtr	600,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR PASu						Dimensions to Measure: Quantity, Quality & Timeliness
	1,301 CEPA materials developed/ produced and distributed/ disseminated by end of 4th qtr MGGNP - 801 CWFR - 500	590,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR PASu						Dimensions to Measure: Quantity, Quality & Timeliness

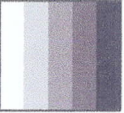


PIA/PS	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	3 capacity building conducted participated by the members of PAMB and PA staff by end of 3rd qtr MGGNP - 2 CWFR - 1	945,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR PASu						Dimensions to Measure: Quantity, Quality &Timeliness
	16 approved PAMB resolutions with minutes of meetings by end of December 2023	754,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR PASu						Dimensions to Measure: Quantity, Quality &Timeliness
	2 MEA conducted following BMB TB No. 2018-5 by end of 3rd qtr		PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR PASu						Dimensions to Measure: Quantity, Quality &Timeliness
	9 PAMO staff/ Jos hired with quarterly patrol/ monitoring report submitted by end of December 2023	1,746,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP PASu						Dimensions to Measure: Quantity &Timeliness
	8 ecotourism facilities maintained by end of December 2023 MGGNP - 7 CWFR - 1	1,200,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP v PAMO CWFR PASu						Dimensions to Measure: Quantity &Timeliness
	program and impact monitoring conducted semi-annually	200,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP PASu						Dimensions to Measure: Quantity &Timeliness
	100% of tenurial instruments, contracts, agreements and issuance of permits for resource use within the protected area inventoried by end of 2nd qtr	20,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGGNP PASu						Dimensions to Measure: Quantity &Timeliness



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PI/AFs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	Php50,000 fees/ income collected and deposited in PA RIA (75%) and IPAF-SAGF 25%) with IPAF report submitted to RO by end of December 2023	10,000	PENRO - Technical Services Division • Conservation and Development Section v PAMO MGNP PASu						Dimensions to Measure: Quality & Timeliness
	2 caves assessed with recommended classification submitted to RO by the end of 2nd quarter 2022	500,000	PENRO - Technical Services Division • Conservation and Development Section						Scope of Coverage: outside Pas MOYs: Cave assessment report with recommended classification and with signed map (Grade 3c or higher) RCC Resolution endorsing cave classification Dimensions to Measure: Quality, Quality & Timeliness
	population monitoring conducted semi-annually with monitoring report submitted to RO	50,000	PENRO - Technical Services Division • Conservation and Development Section						Dimensions to Measure: Quality & Timeliness
	1 WRC maintained with quarterly report submitted on the 5th day following the end of the quarter	300,000	PENRO - Technical Services Division • Conservation and Development Section Sibuyan Sub-Station						Dimensions to Measure: Quality & Timeliness
Coastal and Marine Ecosystems Management									
	1 PASA conducted by end of 1st qtr	299,000	PENRO - Technical Services Division • Conservation and Development Section v CRM Unit						Dimensions to Measure: Quality & Timeliness
	1 LGU provided with technical assistance towards mainstreaming of ICM to their existing CLUPs by end of December 2023	90,000	PENRO - Technical Services Division • Conservation and Development Section v CRM Unit						Dimensions to Measure: Quality, Quality & Timeliness
	1 LGUs/ NGOs/ Stakeholders assisted by end of December 2023	150,000	PENRO - Technical Services Division • Conservation and Development Section v CRM Unit						Dimensions to Measure: Quality, Quality & Timeliness
	4 special events conducted with report submitted to RO by end of December 2023	100,000	PENRO - Technical Services Division • Conservation and Development Section v CRM Unit						Dimensions to Measure: Quality, Quality & Timeliness



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P/AsPs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
Land Survey, Disposition and Records Management	170 patents for residential lands processed within 120 calendar days and approved and transmitted within 10 working days to ROD based on RA 10023 and IRR	255,000	PENRO - Technical Services Division • Regulation and Permitting Section v Patents and Deeds Unit						Format of transmittal based on DAO 2018-11. LMB will provide template for reporting accomplishments on patent issuance. Performance target based on VFP, under Remarks
									(column I) state the target based on GAA - to be used for other Performance Measures stipulated in the Performance Information in GAA
									Scope of Coverage: Transmitted to ROD within current year MOV's: Transmittal sheets with stamp received by ROD, signed judicial form, listings in Excel format Dimensions to Measure: Quantity, Quality & Timeliness
	270 survey plans through LAMS on 31 December 2023	608,000	PENRO - Technical Services Division • Regulation and Permitting Section v Survey and Mapping Unit						7 days - simple 15 days - complex ; LMB will provide MOV's Scope of Coverage: survey plans approved within the year MOV's: approved survey plans verified within LAMS Dimensions to Measure: Quantity & Timeliness
	100 patents approved for agricultural lands processed within 120 calendar days and approved and transmitted within 10 calendar days to ROD based on RA 11573	150,000	PENRO - Technical Services Division • Regulation and Permitting Section v Patents and Deeds Unit						Scope of Coverage: Transmittal sheets with stamp received by ROD, signed judicial form MOV's: transmittal sheets with stamp by ROD, signed judicial form, listings in Excel format Dimensions to Measure: Quantity, Quality & Timeliness Based on RA 11573, 120 days
	10 Special Patent (NGAs and LGUs, with existing structure) issued by end of December 2023	35,000	PENRO - Technical Services Division • Regulation and Permitting Section v Patents and Deeds Unit						Dimensions to Measure: Quantity, Quality & Timeliness
	2 Special Patents issued under Section 4 of RA 1003 (School Sites) by end of December 2023	6,000	PENRO - Technical Services Division • Regulation and Permitting Section v Patents and Deeds Unit						Dimensions to Measure: Quantity, Quality & Timeliness
	3 ADR proceedings conducted with report submitted by end of December 2023	20,000	PENRO - Technical Services Division • Regulation and Permitting Section v Patents and Deeds Unit						Dimensions to Measure: Quantity, Quality & Timeliness



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PI/APs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	270 new patents scanned and encoded by end of December 2023		PENRO • Technical Services Division • Regulation and Permitting Section v Patents and Deeds Unit						Dimensions to Measure: Quantity, Quality & Timeliness
Soil Conservation and Watershed Management Including River Basin Management and Development									
Water Resource Utilization	26 water users inventoried and mapped with report submitted to RO by the end of December 2023	30,000	PENRO • Technical Services Division • Regulation and Permitting Section v Water Utilization Unit						Dimensions to Measure: Quantity, Quality & Timeliness
	15 water sources identified and mapped with report submitted to RO by end of December 2023	18,000	PENRO • Technical Services Division • Regulation and Permitting Section v Water Utilization Unit						Dimensions to Measure: Quantity, Quality & Timeliness
	3 Water Permit Applications accepted, verified and transmitted to NWRB thru RO with recommendation by the end of 3rd qtr	15,000	PENRO • Technical Services Division • Regulation and Permitting Section v Water Utilization Unit						Dimensions to Measure: Quantity, Quality & Timeliness
Forest Development, Rehabilitation and Protection									
Maintenance and Protection	220 hectares area maintained and protected (2021-2023 plantation establishment) with at least 85% survival inspected within 30 working days after the issuance of request for inspection	1,320,000	PENRO • Technical Services Division • Conservation and Development Section v ENGP and Watershed Unit NGP Coordinator						Scope of Coverage: 2021-2023 established plantation including 120 Ha - EROB MOV's: MOV's shall be compiled by project preferably in a folder to include the following: LOA, PO WorkPlan, Letter Request for inspection, Memo submitting the inspection Report, geotagged photos, map and Disbursement Vouchers Lalamain: NGP planted area with inspection report Dimensions to Measure: Quantity, Quality & Timeliness
	1 forest nursery operationalized with seedlings produced by end of December 2023	200,000	PENRO • Technical Services Division • Conservation and Development Section v ENGP and Watershed Unit NGP Coordinator						Dimensions to Measure: Quantity & Timeliness
	2 forest extension officers hired by end of December 2023	490,000	PENRO • Technical Services Division • Conservation and Development Section v ENGP and Watershed Unit NGP Coordinator • Management Services Division • Admin. & Finance Section						Dimensions to Measure: Quantity



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PI/APs	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
	1 technical and support personnel hired with report submitted for assessment of graduated NGP sites by end of December 2023	245,000	PENRO • Technical Services Division • Conservation and Development Section v/ ENGP and Watershed Unit NGP Coordinator • Management Services Division • Admin. & Finance Section						Dimensions to Measure: Quantity
	1 database management officer hired to upload and manage the NGP database by end of December 2023	245,000	PENRO • Technical Services Division • Conservation and Development Section v/ ENGP and Watershed Unit NGP Coordinator • Management Services Division • Admin. & Finance Section						Dimensions to Measure: Quantity
	1 financial staff hired to assist in recording Books of Accounts of the reforestation projects by end of December 2023	245,000	PENRO • Technical Services Division • Conservation and Development Section v/ ENGP and Watershed Unit NGP Coordinator • Management Services Division • Admin. & Finance Section						Dimensions to Measure: Quantity
	1 4X4 pick-up vehicle procured by end of 2nd qtr	2,100,000	PENRO • Technical Services Division • Conservation and Development Section v/ ENGP and Watershed Unit NGP Coordinator • Management Services Division BAC						Dimensions to Measure: Quantity and Timeliness
Watershed Characterization and Vulnerability Assessment	1 watersheds covering 1 province with finalized CRVA by WMC at Provincial level copy furnished FMB by 31 December 2023	932,000	PENRO • Technical Services Division • Conservation and Development Section						Refer to TB 16-A and DMC 2008-05 Scope of Coverage: Ridges to reef watershed MOV: CRVA Report pursuant to existing guidelines Dimensions: Quality and Timeliness



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P/A/Ps	Success Indicators	ALLOTTED BUDGET	DIVISION/INDIVIDUALS ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Q1	E2	T3	A4	
OTHER CROSS CUTTING INDICATORS									
Conduct of Client Satisfaction Survey	CSS Rating of 4.00 or higher (based on Citizen's Charter list of services) achieved as indicated in the 2023 CSS report		PENRO - Technical Services Division - Management Services Division						SDRMAD to provide the report with the disaggregated rating for the Central, Regions, PENROs and CENROs. Bureaus shall provide results for their respective CSS Scope of Coverage: Citizens Charter services with completed transactions by DENR Central Office, FMB, LMB, ERDB, BMB, Regional Office PENROs, CENROs from January to December 2023 MOV's: Client Satisfaction Rating Report Dimension to Measure: Quality
CATEGORY					Rating				
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:				Final Rating by:					
JONAS PAOLO M. SALUDO OIC-Chief, Planning and Management Division				DONNA MAYOR-GORDOVE, CESO IV ARD for Management Services/ Vice-Chairperson, RPMT					
				LORMELYN E. CLAUDIO, CESO IV Regional Executive Director					
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Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average