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EAGLE ADVISORY NO. 3

TO : All Regional Executive Directors
Regions CAR, NCR, 1-13

FROM : The Undersecretary for Policy, Planning and International Affairs
and Overall Coordinator, EAGLE Technical Working Group

SUBJECT : CONDUCT OF ENVIRONMENTAL AWARDS FOR
GOVERNANCE AND LEADERSHIP EXCELLENCE
(EAGLE) FOR CY 2021

DATE : MAR 08 2022

This refers to the conduct of Performance Assessment of the Regional Key Officials (REDs, Supervising PENROs, Implementing PENROs and CENROs) for the conferment of "Environmental Awards for Governance and Leadership Excellence (EAGLE)" for CY 2021.

Please be informed that the methodology for the Phase 1 of EAGLE shall be based on Memorandum Circular No. 1 series of 2021, "Guidelines on the Grant of Performance-Based Bonus (PBB) FY 2021" issued by AO 25 IATF and on DENR Memorandum Circular No. 2021-11, "Guidelines on the Grant of FY 2021 Performance-Based Bonus (PBB)" dated September 30, 2021 or the new PBB Guidelines. It involves the evaluation of the four (4) dimensions of accountability namely: Performance Results, Process Results, Financial Results and Client Satisfaction Results, including other agency accountabilities as mentioned in the approved guidelines.

In addition to the 2021 PBB Guidelines as modified by the AO25 IATF, a new rating/point system was also provided. Hence, the DENR PBB/EAGLE Secretariat finds it necessary to devise a new reference rating scale using the three parameters of Quantity, Quality and Timeliness for the assessment.

Be informed further that the results of the In-House Review and Evaluation of completed and ongoing projects as of September 30, 2021 conducted by PMED will be used in the EAGLE assessment. Considering that the In-House Review covered only as of 3rd Quarter of CY 2021, submission of the Means of Verification (MOVs) for the 4th Quarter is hereby required. There are also identified proxy indicators for those Regions, PENROs and CENROs which do not have targets on the identified GAA Indicators under Performance Results that will also require submission of MOVs (see **Annex A- Forestry, Annex B- Lands and Annex C- Biodiversity and Coastal**).

The approved WFP only provides data up to PENRO level, hence, there is a difficulty in assessing the performance of the CENROs. Hence, attached is the 2021 Matrix of Target and Accomplishment (**Annex D**) wherein you are requested to provide target and accomplishment (Region, PENRO and CENRO) on the listed Performance Indicators vis-a-vis the submitted Monthly Accomplishment Report (MAR).

In addition, you are requested to fill-out the attached 2021 SPICS Evaluation Form (**Annex E**), taking note of the attached guidelines/instructions. The data provided on the said form will serve as basis in the assessment/rating of the PENROs, and CENROs for Process Results, while for the Regions, the data provided by the Central Office Focals will be utilized.

Relative thereto, you are hereby requested to submit all the required documents duly signed by the Chief PMD and the RED to the Program Monitoring and Evaluation Division (PMED) at ppso.pmed@denr.ph **on or before March 25, 2022. Late submission will not be accepted.**

For your queries and further clarifications, do not hesitate to coordinate with the Program Monitoring and Evaluation Division - Policy and Planning Service (PMED-PPS) at 8928-9737 or thru aforementioned e-mail address.

For your preferential attention.


ATTY. JONAS R. LEONES

ANNEX A

CENRO	Implementing PENRO	Supervising PENRO	Regional Executive Director	Remarks
<p>LAWIN</p> <ul style="list-style-type: none"> - Distance patrolled (km) - Reports submitted with at least 75% of the observed threats actions taken (no) - Quarterly Patrol Plan endorsed to the PENRO (no) 	<p>LAWIN</p> <ul style="list-style-type: none"> - Distance patrolled (km) - Reports submitted with at least 75% of the observed threats actions taken (no) - Quarterly Patrol Plan endorsed to the PENRO (no) 	<p>LAWIN</p> <ul style="list-style-type: none"> - Distance patrolled (km) - Reports submitted with at least 75% at least 75% of the observed threats had actions taken (no) 	<p>LAWIN</p> <ul style="list-style-type: none"> -Unacted observed threats forwarded by PENRO with at least 75% actions taken 	<p>Ratings to be provided by FMB</p>
<p>eFIS</p> <ul style="list-style-type: none"> - newly approved/existing forest tenure information transformed to MED Form and submitted to PENRO for encoding (no) 	<p>eFIS</p> <ul style="list-style-type: none"> - newly approved/existing forest tenure record created, reviewed and submitted online to RO (no) 	<p>eFIS</p> <ul style="list-style-type: none"> - newly approved/existing forest tenure record created, reviewed and submitted online to RO (no) 	<p>eFIS</p> <ul style="list-style-type: none"> - newly approved/existing forest tenure record created, reviewed and submitted online to FMB (no) 	<p>Ratings to be provided by FMB</p>
<p>ENGP</p> <ul style="list-style-type: none"> - Area developed (ha) 	<p>ENGP</p> <ul style="list-style-type: none"> - Area developed (ha) 	<p>ENGP</p> <ul style="list-style-type: none"> - Area developed (ha) <p>*Total scores of the CENROs</p>	<p>ENGP</p> <ul style="list-style-type: none"> - Area developed (ha) <p>*Total scores of the PENROs</p>	<p>Results of the In-House Validation</p> <p>Please submit the additional MOVs and matrices to be filled-out (see attached)</p>
			<p>Watershed Characterization cum VA prepared (no)</p>	<p>Ratings to be provided by FMB</p> <p>Please submit the additional MOVs</p>

ENGP

Updated matrix on all CY 2021 projects/contracts on ENGP plantation establishment
(Please see the prescribed format)

Request for final inspection, Final Inspection Report and DV for the last payment duly
received by the contractor/PO (Please see attached list of selected projects for the In-
House Validation)

ANNEX A

CY 2021 ENGP Projects (ALL CONTRACTS-Plantation establishment)
as of December 31, 2021

OFFICE	Contractor	Contract Cost (Php)	NGP Site Code No. (if available)	Target	Accom	Inspected by the Composite Team (Please put 1)		Final payment released to the contractor (Please put 1)		Total Amount released (Php)	Remarks
						Yes	No	Yes	No		

*Please put total for the CENRO, PENRO and Region

STO Formulation of Plans & 003 Adaptive Capacities
 as of December 2021
 Source: Regional Reports

REGION	Watershed Characterization cum VA			New	updating
	Target	Accom	% Annual		
TOTAL	34	34	100	30	4
CAR	2	2	100.00	2	
Region 1	2	2	100.00	2	
Region 2	1	1	100.00	1	
Region 3	2	2	100.00	2	
Region 4A	1	1	100.00	1	
Region 5	4	4	100.00	3	1.00
Region 6	3	3	100.00	3	
Region 8	3	3	100.00	2	1.00
Region 9	2	2	100.00	2	
Region 10	4	4	100.00	3	1.00
Region 11	4	4	100.00	4	
Region 12	4	4	100.00	3	1.00
Region 13	2	2	100.00	2	

Watershed Characterization cum VA

Memo submitting the final report to the FMB,

Proof of submission to FMB (either thru email or courier)

Copy of final report

Annex B

PPA	Responsible Office/Indicator/MOVs						Interpretation/ Remarks
	CENRO		PENRO		REGION		
	Indicator	MOVs	Indicator	MOVs	Indicator	MOVs	
<i>Land Disposition Residential Free Patent</i>	Applications processed w/in 120 calendar days	-Application received - Transmittal Memo received by PENRO	Patents approved and transmitted to ROD w/in a total of 10 working days	-Transmittal sheets received by ROD -Scanned copy of JF	Residential Free Patent issued and transmitted to ROD	(based on the results of all its PENROs)	Coverage of MOVs from October to December 2021 only.
<i>Agricultural Free Patent</i>	Applications processed w/in 120 calendar days	-Application received - Transmittal Memo received by PENRO	Patents approved and transmitted to ROD w/in a total of 10 working days	-Transmittal sheets received by ROD -Scanned copy of JF	Agricultural Free Patent issued and transmitted to ROD	(based on the results of all its PENROs)	
<i>Inspection, verification & approval of surveys using LAMS</i>					Isolated Survey Plans approved within 15 days for simple , within 30 days for complex	Report from LMB	LMB to provide the data.
Proxy Indicator							
<i>Special Patent under Section 4 of RA10023; Commercial and Industrial Patents</i>	Commercial and industrial patents and special patents processed (Proxy indicator for those CENROs without target and accomp. in RFP and AFP as of December 2021)	-Transmittal sheets received by ROD -Scanned copy of JF -Carpeta	Commercial and industrial patents and special patents processed or issued (Proxy indicator for those PENROs without target and accomp. in RFP and AFP as of December 2021)	-Transmittal sheets received by ROD -Scanned copy of JF -Carpeta	Applications reviewed and special patent, commercial issued (Proxy indicator for Agricultural Free Patent for NCR)	-Transmittal sheets received by ROD -Scanned copy of JF -Carpeta	If CENROs and PENROs has no target and accomp on RFP and AFP, the proxy indicator will be the target set for special patent, commercial and industrial. Coverage of MOVs from January 2021 to December 2021.
<i>Resolution of claims and conflict cases</i>	Land Disputes/ cases investigated or settled through ADR (proxy indicator for those CENROs without target and accomp. in RFP, AFP and special patents including commercial and industrial as of December 2021)	Investigation Report endorsed to PENRO Order of Compromise Agreement prepared and endorsed to PENRO	Investigation/ ADR report evaluated (proxy indicator for those PENROs without target and accomp. in RFP, AFP and special patents including commercial and industrial as of December 2021)	Investigation report evaluated and transmitted to Region Order of Compromise Agreement signed by PENRO			If CENROs and PENROs has no target and accomp on RFP, AFP, special patent, commercial and industrial, the proxy indicator will be the target set for resolution of claims and conflict cases under CENRO and PENRO Coverage of MOVs from January 2021 to December 2021.

Performance Indicators	CENRO	Implementing PENRO	Supervising PENRO	Regional Executive Director	Remarks
Indicators for Biodiversity					
No. of Wildlife Permits issued					Listing/matrix of all wildlife permits issued in CY 2021. Assessment will be done down to PENRO since the issuance is only done by PENROs and Regional Offices.
No. of Cave Management Plan Prepared				Management Plan with PAMB resolutions (within PAs) and LGU resolutions/ordinances (non-PAs) endorsed to BMB	All Regions have targets except NCR. Assessment will be done in the Regional Offices only. Proxy indicator for NCR: Draft PA Management Plan endorsed to BMB
Indicators for Coastal and Marine Ecosystem					
No. of PAs assessed/monitored on water quality parameters				Final Output: WQ conditions within PA assessed with recommendation	Ratings to be provided by BMB Regions covered: 1,2,3,MIMAROPA, 5,6,7,8,9,10,11 and 13 <u>Proxy indicators:</u> NCR: No. of Avian Population monitored submitted to BMB CAR: Inland Wetland mgt plan implemented CALABARZON and Region 12: No. of areas patrolled with ha covered Provide MOVs such as the copy of endorsement memo/transmittal, email, or if thru courier that the report was submitted to BMB showing the dates. If emailed, provide the screenshot with the Office and date of submission.
No. of MPAs Network established				Final Output: - Network establishment report following the template report provided by BMB with attachment of the following as annexes: *Assessment report on ecological connectivity *MOA signed with drafted Mgt plan indicating financial management system *activity reports on joint activities such as joint meeting, joint assessment	Ratings to be provided by BMB Regions covered: 1,2,CALABARZON,5,7,8,9,10,11, and 12 <u>Proxy indicators</u> NCR: Urban Biodiversity sites profiled and assessed Regions 3 and 13: No. of MPAs Network strengthened CAR: CH mgt plan implemented MIMAROPA: Inland Wetland mgt plan prepared Region 6: CH established (proposal with complete documentary requirements Provide MOVs such as the copy of endorsement memo/transmittal, email, or if thru courier that the report was submitted to BMB showing the dates. If emailed, provide the screenshot with the Office and date of submission.

CY 2021 MATRIX OF TARGET AND ACCOMPLISHMENT

Performance Indicator	Office	Approved Target													Accomplishment												Remarks
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
target and accomp. in RFP and AFP as of December 2021	CENRO 1																										
	CENRO 2																										
	PENRO 2																										
	CENRO 1																										
	CENRO 2																										
	Implementing PENRO 3																										
	Regional Total																										
Claims and conflict resolved thru Alternative Dispute Resolution <small>** Proxy indicator for those PENROs and/ or CENROs without target and accomp. in RFP, AFP, Special Patents, Commercial and Industrial as of December 2021</small>	Region																										
	PENRO 1																										
	CENRO 1																										
	CENRO 2																										
	PENRO 2																										
	CENRO 1																										
	CENRO 2																										
	Implementing PENRO 3																										
	Regional Total																										
Isolated Survey Plans approved within 15 days for simple, within 30 days for complex	Region																										
	PENRO 1																										
	CENRO 1																										
	CENRO 2																										
	PENRO 2																										
	CENRO 1																										
	CENRO 2																										
	Implementing PENRO 3																										

Prepared by:

Chief, Planning Management Division

I hereby declare that the information provided is true and correct.

Approved by:

Regional Executive Director

CY 2021 SPICS EVALUATION FORM

Service	Classification	Processing time per Citizen's Charter 5th edition	Maximum allowable processing days	Office (RO/PENRO/CENRO)	TIMELINESS				QUALITY				Remarks	
					SPICS Submission		Total volume of transactions reported in SPICS	Total volume of Transaction within the maximum allowable processing time or prescribed timeline (RA 11032: 3-7-20 working days)	%	100% compliant to Standards				
					Deadline of SPICS submission by level (for CENROs and PENROs, pls indicate internal deadline; RO must follow the deadline set by IAS)	Date submitted (format: Jan. 5, 2022)				No. of mistake or deficiency in the final document/output (permit, certification, patent)	Actual number of signatures including initials on the final document complied based on the CC; authorized signatories must be observed	No. of applications w/ complete requirements received based on the Citizen's Charter 5th edition		No. of applications w/ transaction fees collected based on the CC or relevant and/or updated or existing policy (if applicable)
		Check based on monitoring forms	Check based on monitoring forms	Check based on MOVs	Check based on MOVs	Check based on monitoring forms	Check based on monitoring forms							
				PENRO 2 Total										
				PENRO 2										
				CENRO 1										
				CENRO 2										
				Implementing PENRO 3										
Document Authentication for General Circulation Documents	Simple;	1 hour & 10 min. to 3 hours	within 3-7 working days	Regional Total										
				Region										
				PENRO 1 Total										
				PENRO 1										
				CENRO 1										
				CENRO 2										
				PENRO 2 Total										
				PENRO 2										
				CENRO 1										
				CENRO 2										
				Implementing PENRO 3										
Processing of Payment of Claims	Complex;	3 days, 7 hours & 55	within 7-20 working days	Regional Total										
				Region										
				PENRO 1										
				PENRO 2										
				Implementing PENRO 3										
Sale of Bidding Documents	Complex	30 min	within 7 working days	Regional Total										
				Region										
				PENRO 1										
				PENRO 2										
				Implementing PENRO 3										

I hereby declare that the information provided is true and correct.

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Prepared by:

Approved by:

Chief, Planning Management Division

Regional Executive Director

INSTRUCTIONS:***For Timeliness***

1. Using the Streamlining Monitoring Forms submitted by different offices, evaluate the submission by service.
2. Count the total volume of transactions completed for CY 2021 by office, by service.
3. Using the excel function, compute the actual processing of each transaction by using the excel function $\gg =\text{Networkdays}(\text{date received}, \text{date released to client}) \gg$ press enter.
4. Drag down the formula to compute easily the timeliness of each transaction. Then, the actual Turn-Around Time of each transaction will appear.
5. Count only the transactions processed within the prescribed time and indicate in column I of this form. Use the maximum allowable processing days indicated in this form (Simple = up to 3 working days; Complex = up to 7 working days; Highly Technical (HT)= up to 20 working days; for other HT services which exceeds the 20 working days, the processing time based on the Citizen's Charter shall be fixed and non-extendable for another of 20 working days).
6. If the computed number of days is negative or error, inspect the entry of dates and ensure that the formatting is uniform.
7. The formula to compute the timeliness percentage is total volume of transactions within the maximum allowable processing time divided by the total volume of transactions reported in SPICS by office multiplied by 100.

For Quality

1. The number of MOVs to be evaluated is at least 1 per quarter per service, per office or a maximum of 4. Please note that the total of 4 MOVs to be reviewed may not be maximized because some offices may have no transaction in some quarter. If there are no MOVs submitted, indicate "no MOVs".
2. No replacement of MOVs is allowed during the evaluation. Avoid providing feedback to the concerned office/person during the evaluation.
3. For column K, check the permit/certification or the final documents if there are mistakes or deficiencies. Mistake or Deficiency is not limited to grammar or error in content that will invalidate the credibility of the permit, certificate, patent, etc. If there are errors in the final document, indicate the total number of errors in the column k.
4. For column L, check the number of signatures including initials in the final document. Indicate the number of signatures and initials in the column L.
5. For column M, check the requirements received from the client based on the monitoring forms. Indicate the number of transactions with complete requirements based on the CC 5th edition or on relevant and applicable policies. However, those who deviate from the CC but were able to explain or provide bases in the remarks must be included, provided that upon evaluation, the explanation was valid.
6. For column N, check the transaction fees indicated in the monitoring forms and compare with the CC 5th edition. Count all the transactions compliant to CC and indicate the actual number of compliant transactions in column N. However, those who deviated from the CC but were able to explain or provide bases in the remarks must be included, provided that upon evaluation, the explanation was valid.

For the dates of SPICS submission

1. For RO deadline, indicate the deadline of CO-IAS while for CENROs and PENROs indicate the internal deadline.
2. For the dates of SPICS resubmission, indicate all the dates when the SPICS compliance of CENROs and PENROs was resubmitted.

NOTE: THE MATRIX MUST BE FOLLOWED. The regions are only allowed to add rows not column. Submission must be in signed scanned copy and soft copy.

Application of Agricultural and Residential Free Patent will not be included in this evaluation since these indicators were already covered by the PMED evaluation