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MEMORANDUM

FOR/TO : All Undersecretaries and Assistant Secretaries

All Regional Executive Directors

All Bureau Directors

All Service Directors and Coordinating Offices

The Heads of Attached Agencies
NAMRIA, NWRB, PCSDS

FROM : The Undersecretary
Policy, Planning and International Affairs and
Chairperson, Performance Management Team (PMT)

SUBJECT : ENHANCED GUIDELINES ON THE EVALUATION OF
OFFICE PERFORMANCE COMMITMENT AND REVIEW
(OPCR) ACCOMPLISHMENTS

DATE : SEP 21 2023

In line with the Quality Management System and in order to strengthen the implementation of the Strategic Performance Management System (SPMS) of the Department, the Policy and Planning Service developed the attached Enhanced Guidelines in evaluating the OPCR Accomplishments. This was made in order to address various issues in the evaluation standards, process flow, and rating procedures and engage the Bureaus and different offices in the review and evaluation process of the OPCR accomplishments.

Note that the Guidelines have been subjected to consultation meetings with the Regions, Bureaus and other offices concerned. Their comments/recommendations served as inputs to the preparation and finalization of the Guidelines. The enhanced guidelines, to be adopted starting in CY 2023, shall include the changes/updates in rating OPCR Accomplishments.

Should you have inquiries/clarifications, you may coordinate with the Program Monitoring and Evaluation Division - Policy Planning Service (PMED-PPS) through your focal person and/or email at ppso.pmed@denr.gov.ph.

For your information.


ATTY. JONAS R. LEONES

ENHANCED GUIDELINES IN EVALUATING OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) ACCOMPLISHMENT

RATIONALE

On 11 September 2014, the SPMS of the DENR was approved for implementation as it conforms with CSC MC no. 6, s. 2012. The DENR SPMS gives emphasis to the strategic alignment of the DENR's thrusts with the day-to-day operations of the Department's units. It focuses on measures of performance results that can be reviewed over the period of the implementation of the DENR roadmap vis-à-vis targeted milestones. It also provides a scientific and verifiable basis in assessing organizational performance and collective performance of individuals within the organization. It was initially implemented in the 4th quarter of CY 2014 and was fully operational since CY 2015.

The PMED is responsible for the review and evaluation of the offices' performance based on performance targets and measures as approved in their Office Performance Commitments. There have been pressing issues in the process of evaluating OPCR accomplishments, as follows: 1) tedious process in validating the accomplishments as it entails a thorough review of Means of Verification (MOVs); 2) the dimension of "quality" cannot be measured accurately as it needs an in-depth review by the Bureaus/concerned focal offices in terms of the technicalities, standards, completeness of the report/plan as well as the number of revisions the plan/report has undergone; 3) some MOVs provided cannot be determined; whether they are final/updated/approved, hence it is difficult to assess whether the MOVs are suitable as references, 4) difficulty in securing the concurrence of other offices with the re-calibrated ratings of PMED; sometimes the ratees lobby to improve their recalibrated ratings, and; 5) late submission of OPCR accomplishment reports and/or MOVs of some offices despite constant follow-ups by PMED.

While some SPMS Performance Indicators have been enhanced, there are still some queries and clarifications from the ratees that remain unresolved, such as for those demand-driven targets and how to rate indicators.

The objectives of these guidelines are 1.) to institutionalize the rating system to the different process owners of certain indicators 2.) to facilitate the systems and procedures relative to the evaluation and approval of OPCR Accomplishment Reports.

In line with the SPMS Guidelines, the following changes/updates/enhancement in rating OPCRs shall be observed in the rating starting CY 2023.

**ENHANCED GUIDELINES IN EVALUATING OFFICE PERFORMANCE
COMMITMENT AND REVIEW (OPCR) ACCOMPLISHMENT**

I. GENERAL STANDARDS

In line with the SPMS Guidelines, the following changes/updates in rating OPCR shall be observed in the rating starting CY 2023.

- A. The indicators shall be rated in terms of the dimensions of quantity, quality, and timeliness. The definition and elements involved in each dimension are specified in table 1.

Note: Not all performance accomplishments need to be rated along all three dimensions. Some accomplishments may only be rated on any combination of two or three dimensions. In other cases, only one dimension may be sufficient such as client satisfaction rating result.

Table 1. Dimensions/Category measures.

Category	Definition	Elements Involved*
Quantity/ Efficiency	<ul style="list-style-type: none"> - Measures whether how much of the target outputs are accomplished/produced. - the extent to which targets are accomplished using the minimum amount of time or resources. 	<ul style="list-style-type: none"> • Number of requests/applications acted upon over number of requests/ applications received • Optimum use of resources (e.g., money, logistics, office supplies)
Quality/ Effectiveness	<ul style="list-style-type: none"> - means getting the right things done. It refers to the degree to which objectives are achieved as intended and the extent to which issues are addressed with a certain degree of excellence. 	<ul style="list-style-type: none"> • Acceptability • Meeting standards • Client satisfaction with services rendered • Accuracy • Appearance • Completeness of reports • Creativity or innovation
Timeliness	<ul style="list-style-type: none"> - Measures whether the deliverable well done on time based on the requirements of the law, standards or workplan. Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations. 	<ul style="list-style-type: none"> • Meeting the deadlines as set in the work plan, policy and other relevant guidelines.

*-not all need to be present

- B. A five-point rating scale (1 to 5) shall be used, with 5 being the highest and 1, the lowest. The description of numerical and adjectival rating is explained below.

Table 2. Description of 5-point numerical and adjectival rating scale.

Rating		Description
Numerical	Adjectival	
5.000	Outstanding (O)	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Office/Division/Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Office/Division/Employee achievements and contributions to the organization are of marked excellence.
4.000 – 4.999	Very Satisfactory (VS)	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3.000 – 3.999	Satisfactory (S)	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2.000 – 2.999	Unsatisfactory (US)	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1.000 – 1.999	Poor (P)	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made; significant improvement is needed in one or more important areas.

- C. The general standards in rating the quantity, quality, and timeliness, and the performance rating table and the formulas in the computation of ratings are specified below.

1. *Quantity of Work / Efficiency*

Point Score	Adjectival Rating	Description
5.000	Outstanding (O)	<p><i>For exceedable target:</i></p> <ul style="list-style-type: none"> • Target or quota exceeded by 30% or more; • Planned quantity in 6 months exceeded by 30% or more. <p><i>For fixed/non-exceedable target:</i></p> <ul style="list-style-type: none"> • target was accomplished 100%.
4.000 – 4.999	Very Satisfactory	<ul style="list-style-type: none"> • Target or quota exceeded by 15% to 29%;

Point Score	Adjectival Rating	Description
	(VS)	<ul style="list-style-type: none"> Planned quantity exceeded by 15% to 29%;
3.000 – 3.999	Satisfactory (S)	<ul style="list-style-type: none"> Target or quota accomplished as expected or up to 14% in excess of the target or quota; Planned quantity just met or exceeded but by not more than 14%;
2.000 – 2.999	Unsatisfactory (US)	<ul style="list-style-type: none"> Only 51% to 99% of target or quota accomplished; Only 51% - 99% of planned quantity accomplished;
1.000 – 1.999	Poor (P)	<ul style="list-style-type: none"> Less than 50% of quota or target accomplished; Only 50% or less of planned quantity accomplished;

2.a Quality/Effectiveness of Non-Computable Written or Non-written Work

Note:

Non-computable is a rating system that does not need computation but can be rated directly to 1-5-point scale depending on its numerical description.

Non-computable written work is a rating system used in measuring the quality performed through paper works (e.g. Reports, Plans, etc.).

Non-computable non-written work is a rating system used in measuring the quality of performance that can be observed through actual observations/performance. This is best applicable in rating the performance of an individual.

Point Score	Adjectival Rating	Numerical Description	
		Written Work	Non-written Work
5.000	Outstanding (O)	<ul style="list-style-type: none"> No mistakes or deficiency; every aspect of work assignment well covered; clearly presented; well organized; No lapse in grammar or error in content; no revision was made. 	<ul style="list-style-type: none"> Excellent results; all aspects of work assignment thoroughly covered; No mistake in performing the duty.
4.000	Very Satisfactory	<ul style="list-style-type: none"> One or two minor errors/ deficiencies; 	<ul style="list-style-type: none"> 1 or two 2 errors in the execution of work

Point Score	Adjectival Rating	Numerical Description	
		Written Work	Non-written Work
	(VS)	work in accordance with instructions; clearly presented; well organized; <ul style="list-style-type: none"> • 1 or 2 errors in grammar or errors in content; • 1 revision was made; 	assignment; results still very good. <ul style="list-style-type: none"> • 1 or 2 mistakes in performing the duty.
3.000	Satisfactory (S)	<ul style="list-style-type: none"> • 1 or 2 minor errors or deficiencies; • 3 lapses in errors or grammar in content; • 2 revisions were made 	<ul style="list-style-type: none"> • More than 2 minor errors or deficiencies in the execution of work assignment; results are acceptable. • 3 mistakes in performing the duty.
2.000	Unsatisfactory (US)	<ul style="list-style-type: none"> • 1 or 2 major errors or deficiencies; • 4 to 5 lapses in grammar or errors in content; • 3 revisions were made; 	<ul style="list-style-type: none"> • 1 major error or deficiency that can be overcome with help from supervisor. • 4 or 5 mistakes in performing the duty.
1.000	Poor (P)	<ul style="list-style-type: none"> • Work not acceptable; • 6 or more lapses in grammar or errors in content; • needs total revision 	<ul style="list-style-type: none"> • Haphazard or careless execution of work assignment; unacceptable results. • 6 or more mistakes in performing the duty

2.b Quality/Effectiveness of Computable Non-Written Work

Computable non-written work - is a rating system used in measuring the quality of performance as a result of series of activities (e.g. Survival rate, Network Uptime, Building Infrastructure). This also pertains to quality of spending money and its accuracy (e.g. budget utilization rate).

Point Score	Adjectival Rating	Numerical Description
5.000	Outstanding (O)	<ul style="list-style-type: none"> • Performance exceeding targets by 30% and above; • Those who met targets for accomplishments requiring 100% of the targets such those pertaining to money and accuracy.
4.000 – 4.999	Very Satisfactory (VS)	<ul style="list-style-type: none"> • Performance exceeding by 15% to 29%;

3.000 – 3.999	Satisfactory (S)	<ul style="list-style-type: none"> • Performance of 100% to 114% of the planned targets;
2.000 – 2.999	Unsatisfactory (US)	<ul style="list-style-type: none"> • Performance of 51% to 99% of the planned targets; • Those who fell short of the targets for accomplishments requiring 100% of the targets such as those pertaining to money and accuracy.
1.000 – 1.999	Poor (P)	<ul style="list-style-type: none"> • Performance meets the planned targets by 50% or below;

3. *Timeliness*

Points	Adjectival Rating	Description
5.000	Outstanding (O)	<ul style="list-style-type: none"> • Task completed within the first 30% or more of the time before the deadline or scheduled time of completion; • Task completed ahead of the planned time by 30% for non-routine duty;
4.000 – 4.999	Very Satisfactory (VS)	<ul style="list-style-type: none"> • Task completed within 15-29% of the time before the deadline or scheduled time of completion; • Task completed ahead of the planned time by 15% to 29% for non-routine duty;
3.000 – 3.999	Satisfactory (S)	<ul style="list-style-type: none"> • Task completed on the deadline or up to 14% of the time before the deadline or scheduled time of completion; • Task completed on deadline or planned time or earlier but not more than 14% of the planned time for non-routine duty; • 3 reminders issued by rater for repetitive/routine duty.
2.000 – 2.999	Unsatisfactory (US)	<ul style="list-style-type: none"> • Task completed 51-99% of the time after the deadline or scheduled date of completion; • Task completed after the deadline or planned time by 51% to 99%; • 4 or 5 reminders issued by rater for repetitive/routine duty.
1.000 – 1.999	Poor (P)	<ul style="list-style-type: none"> • Task not accomplished at all or completed 50% or more of the time after the deadline or scheduled date of completion; • Task not completed after the deadline or planned time by 50% or more for non-routine duty; • 6 or more reminders by rater for repetitive/routine duty.

4. Performance Rating Table

All percent (%) accomplishment computed in any dimension shall be referred in this table for the equivalent rating.

Performance (%)									
Outstanding		Very Satisfactory		Satisfactory		Un-satisfactory		Poor	
130% & above	5.000	129	4.99	114	3.99	99	2.99	50	1.99
		128	4.919	113	3.919	98	2.969	49	1.970
		127	4.849	112	3.849	97	2.949	48	1.950
		126	4.778	111	3.778	96	2.928	47	1.929
		125	4.707	110	3.707	95	2.908	46	1.909
		124	4.636	109	3.636	94	2.887	45	1.889
		123	4.566	108	3.566	93	2.866	44	1.869
		122	4.495	107	3.495	92	2.846	43	1.849
		121	4.424	106	3.424	91	2.825	42	1.828
		120	4.354	105	3.354	90	2.804	41	1.808
		119	4.283	104	3.283	89	2.784	40	1.788
		118	4.212	103	3.212	88	2.763	39	1.768
		117	4.141	102	3.141	87	2.743	38	1.748
		116	4.071	101	3.071	86	2.722	37	1.727
		115	4.000	100	3.000	85	2.701	36	1.707
						84	2.681	35	1.687
						83	2.660	34	1.667
						82	2.639	33	1.647
						81	2.619	32	1.626
						80	2.598	31	1.606
						79	2.578	30	1.586
						78	2.557	29	1.566
						77	2.536	28	1.546
						76	2.516	27	1.525
						75	2.495	26	1.505
						74	2.474	25	1.485
						73	2.454	24	1.465
						72	2.433	23	1.444
						71	2.413	22	1.424
						70	2.392	21	1.404
						69	2.371	20	1.384
						68	2.351	19	1.364
						67	2.330	18	1.343
						66	2.309	17	1.323
						65	2.289	16	1.303
						64	2.268	15	1.283
						63	2.248	14	1.263
						62	2.227	13	1.242
						61	2.206	12	1.222

Performance (%)						
Outstanding	Very Satisfactory	Satisfactory	Un-satisfactory		Poor	
			60	2.186	11	1.202
			59	2.165	10	1.182
			58	2.144	9	1.162
			57	2.124	8	1.142
			56	2.103	7	1.121
			55	2.083	6	1.101
			54	2.062	5	1.081
			53	2.041	4	1.061
			52	2.021	3	1.040
			51	2.000	2	1.020
					1	1.000
					0	0

5. Formulas

Quantity:

$$\% = \frac{\text{no. of accomplishment}}{\text{no. of target}} * 100$$

Quality of Non-written work (computable):

$$\% = \frac{\text{no. of accomplishment}}{\text{no. of target}} * 100$$

Timeliness:

$$\% = \frac{\text{target no. of days} - \text{Actual no. of days}}{\text{target no. of days}} * 100 + 100$$

Note: Quality of written work and non-written work that are non-computable must follows item II.C.2a.

6. Rating Period and Submission

The rating period shall be done semi-annually covering January to June (1st Semester) and July to December (2nd Semester). However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months.

The submission of accomplishments shall follow the schedule as follows:

Document	Period	Date
OPCR Accomplishment	1st Sem	July 31
	2nd Sem	January 31

Late submission of OPCR Accomplishment Reports including its complete MOVs shall have a total of 0.100 deduction points to the final rating.

D. The following conditions shall be considered in the performance rating:

1. Attainment of 100% on the fixed or non-exceedable targets shall be automatically rated 5 points in the following dimensions:

On quality of computable non-written work (item II.C.2b)

Examples:

- 100% Budget Utilization Rate
- 100% survival rate of all plantation established
- 100% uptime of network infrastructure
- 1 Management plan implemented

On quality of written work (item II.C.2a)

Examples:

- WFP submitted within the prescribed period
- Annual Procurement Plan
- Accomplishment Reports submitted on the prescribed period
- Budget and Financial Accountability Reports (BFARs) submitted on the prescribed period
- Action on Documents
- SALN submitted

On quantity

Examples:

- 100% e-NGP areas maintained and protected
- 100% (of target) Buildings/facilities constructed
- 100% wildlife permits acted upon

However, non-attainment of 100% for the fixed or non-exceedable targets shall be rated based on the percent accomplishment rate in quantity.

Examples: *95/100 hectares area maintained and protected (2021-2023 plantation establishment) with an average of 95% survival rate inspected within 30 working days after the issuance of request for inspection*

Dimension	Target	Accomp	%	Rating
Quantity	100	95	95%	2.908
Quality of computable non-written work	85%	95% (average)	111%	3.778
Timeliness	30 days	30 days	100%	3.000
Average				3.228

2. The accomplishments "based on set work guidelines" and/or "compliant to specific standards, guidebook, order and bulletin" shall be rated "5" in terms of Quality if determined "compliant" by the focal office.
3. For demand-driven targets and other indicators with zero or low accomplishment due to uncontrollable factors, justifications/explanations with supporting documents signed by the Head of Office shall be submitted to PMT. The PMT Secretariat, thru the PPS-PMED, shall refer the said justifications to concerned office for review. Should the focal office find the justification merits

the exclusion of the same in rating, the focal office to submit within five (5) working days from receipt their findings or results of their review. A valid justification as determined by the concerned office shall be a basis for exemption or not to rate the office in the said performance indicator.

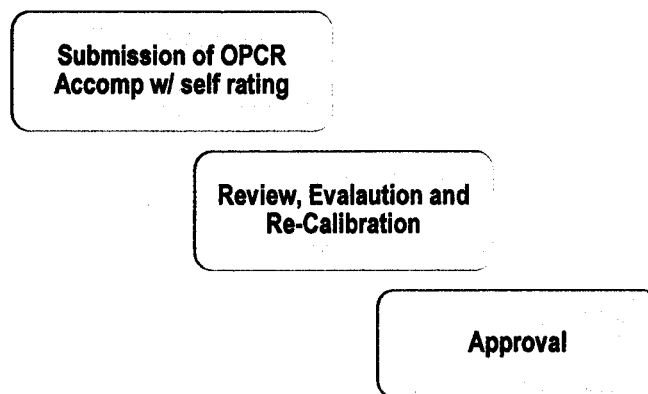
4. For indicators that were targeted on the 2nd semester per workplan but were accomplished in the 1st semester, it may be rated on the 1st semester provided that the outputs shall no longer be included on the 2nd semester rating. Milestone indicators that indicated in the workplan "1" in all quarters shall be rated in 2nd sem.
5. For indicators exceeded the 130% accomplishment rate in the First Semester, the excess shall be automatically included and assessed in the Second Semester.
6. All "Reports submission" indicators that were performed and accomplished in the 1st semester and its deadline of submission on the following month shall be rated in 1st semester. The same is for 2nd semester (e.g. June accomplishment report submitted on July 10; Budget Utilization Report as of December 30 submitted on January 10).
7. In the computation of ratings,
 - Average rating: per output/indicator, horizontally add the performance dimension rating/s, then divide it by the number of dimension/s applicable;
 - Total rating: vertically add all the average rating;
 - Overall average/final rating: divide total rating by the number of outputs/indicators.

All percent accomplishment shall round off to the nearest whole number, e.g. If the percent accomplishment is 79.5%, the nearest shall be 79% with a rating of 2.578 while 79.6%, the nearest shall be 80% with equivalent rating of 2.598.

8. Only the quality of non-computable written or non-written work (item II.C.2a) shall be rated in whole number per output but with 3 decimal places (e.g. 5.000; 4.000; 3.000). For the quality of computable non-written work (item II.C.2b), quantity and timeliness, the performance rate shall be computed and the corresponding ratings per item II.C.4 (Performance Rating Table) shall be exactly reflected.
9. In rating indicators with multiple outputs, each output shall be rated and then the average will be the final score (e.g. Submission of Budget and Financial Accountability Reports; Patents issued, etc.).
10. To strengthen compliance with Agency Accountabilities performance indicators in line with the Performance-Based Bonus and existing government-mandated laws and standards shall be submitted on or before deadline. Submission beyond deadline shall be rated zero (0).

- E. The responsible office may come up with separate guidelines/standards in rating the “quality of written work” and/or timeliness only upon the approval of the PPS-PMED.
- F. The ratings of the assigned performance indicators from the focal offices shall be submitted to PPS-PMED 15 working days after the end of each semester.
- G. All ratings assigned to the focal offices shall be submitted following the prescribed format signed by the Head of Office (Annex 1).
- H. The submission of OPCR Accomplishment Report shall follow the prescribed format (Annex 2)
- I. All offices shall be rated using the approved 2023 SPMS indicators (Annex 3) and/or approved commitment.

II. PROCESS FLOW



A. Submission of OPCR Accomplishment with self-rating (1 month after each semester)

1. All Offices/Services are required to prepare and submit to PPS-PMED their OPCR Accomplishment Report (Annex 2) with their self-rating and corresponding MOVs within 30 calendar days after each semester except for the OPCR of Regional Line Bureaus; PENROs and CENROs which shall be submitted to concerned Central Line Bureau / Regional sub-PMT for review and approval. The submission shall include all justifications as specified in item II.D.3 of this guideline. All indicators without corresponding MOVs submitted on time shall be rated in default to “1” in all dimensions except those indicators to be rated by the focal offices. OPCR-AR and MOVs submitted late shall have a total of 0.100 deduction points to the final OPCR rating.
2. Ratee may appeal on the OPCR Accomplishment final rating once it is approved by the supervising official (see appeal process).

B. Recalibration

Rating by Focal Offices (1 month after each semester)

1. Focal office assigned to evaluate specific indicator shall rate the submission/accomplishment of the ratee.
2. Focal offices shall ensure that the SPMS rating guidelines are observed.
3. The responsible office come up with separate guidelines/standards in rating in terms of the "quality of written work" upon the approval of the PPS-PMED.
3. The ratings of the assigned performance indicators shall be submitted to PPS-PMED 15 calendar days after the end of each semester using the prescribed format (Annex 1).

Recalibration by PMED-PPS (15 working days after receipt of all ratings from focal offices)

1. The PMED shall recalibrate the self-rating of the ratee incorporating the ratings submitted by the focal offices, and based on PMED review of MOVs of some indicators.
2. The recalibrated ratings shall no longer be coordinated with the ratees and their concurrence shall no longer be needed. Appeals due to incomplete submission of MOVs will not be entertained.
3. The incumbent PPS Director shall endorse the recalibrated rating to the PMT Chairperson.
4. PPS-PMED shall inform the ratees on the endorsement of their OPCR to their respective supervising official.

C. Approval (7 working days)

1. The OPCR shall be approved by the Supervisor. In case the Supervisor who approved the Commitment was moved/re-assigned to other office, the incumbent supervising official shall approve the OPCR with final rating.
2. The OPCR Accomplishments submitted by the different offices shall be reviewed and approved by the following authorities:

OFFICE	REVIEW	APPROVAL
Central Office		
Office of the Secretary	DENR PMT	Secretary
Office of the Undersecretary	DENR PMT	Secretary
Office of the Assistant Secretary	DENR PMT	Supervising Undersecretary
Office of the Service Director	DENR PMT	Supervising Undersecretary
Office of the Director of Coordinating Offices (MBCO, RBCO, CARP, LLO) and other offices	DENR PMT	Supervising Undersecretary
Staff Bureaus (BMB, ERDB, FMB, LMB)		
Office of the Director	DENR PMT	Supervising Undersecretary

OFFICE	REVIEW	APPROVAL
Attached Agencies (NAMRIA, NWRB, PCSD)		
Administrator (NAMRIA)	DENR PMT	Secretary/ Official Delegated by Secretary
Executive Director (PCSD, NWRB)	DENR PMT	Secretary/ Official Delegated by Secretary
DENR Regional Offices		
Regional Executive Director	DENR PMT	Undersecretary for Field Operations concerned
Assistant Regional Director (Management and Technical Services)	Regional Sub-PMT (to be chaired by the ARD of the Service that is not subject of the review)	Regional Director
PENRO	Regional Sub-PMT	Regional Director
CENRO	PENRO Sub-PMT	Regional Director
Line Bureaus (EMB and MGB Central Office)		
Line Bureau Director	DENR PMT	Secretary / Supervising Undersecretary
EMB and MGB Regional Offices		
Regional Director	EMB/MGB Central Office Sub-PMT	Line Bureau Director

D. Appeal (10 calendar days upon receipt of the approved rating)

1. Ratee who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the supervising official. All other appeals received beyond ten (10) days shall not be given due course.
2. The PMT shall decide on the appeals within one (1) month from receipt.
3. Appeals lodged at any PMT shall follow the hierarchical jurisdiction of various PMTs in the Department. For example, the decision of the Sub-PMT is appealable to the PMT.
4. The decision of the PMT may be appealed to the Secretary within 5 calendar days upon the released of decision from PMT.
5. Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC or its regional office within fifteen (15) days from receipt of the order or notice of separation.

E. Sanctions

Unless justified and accepted by the PMT, non-submission of the OPCR Forms to the Program Monitoring and Evaluation Division and Planning and Programming Division, and the IPCR forms to the Personnel Division/Section/Unit within the specified dates shall be a ground for:

- a. Employee's disqualification from performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.
- b. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report.

Failure on the part of the Division Chief/Head of Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty (Section 50 under CSC Resolution No. 1701077).

Indicator : _____
 Semester : _____

Office	QUANTITY				QUALITY*				TIMELINESS				Final Rating
	Target	Accomp	%	Rating	Target	Accomp	%	Rating	Target no. of days	Actual no. of days	%	Rating	
<i>a</i>	<i>b</i>	<i>c</i>	$d=c/b$	<i>e</i>	<i>f</i>	<i>g</i>	$h=g/f$	<i>i</i>	<i>j</i>	<i>k</i>	$l=k/j$	<i>m</i>	$n=e+i+k/3$

* attach point system in rating quality in terms of non-computable written or non-written work/outputs.

Prepared by: _____
 Division Chief Concerned

Approved by: _____
 Head of Office

OFFICE PERFORMANCE COMMITMENT AND REVIEW - ACCOMPLISHMENT REPORT (OPCR-AR)

Name of the Official : _____
 Position : _____
 Office : _____
 Rating Period : _____

L E G E N D	5.000 - <i>Outstanding</i>
	4.000 – 4.999 - <i>Very Satisfactory</i>
	3.000 – 3.999 - <i>Satisfactory</i>
	2.000 – 2.999 - <i>Unsatisfactory</i>
	1.000 – 1.999 - <i>Poor</i>

Organizational Outcome / Program / Activities / Project	Performance Indicators		Allotted Budget ('000)	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
	(Annual Targets + Measures)	(_ Semester Targets + Measures)				Q1	Q2	T3	A4	
Total Overall Rating										
Final Average Rating										
Adjectival Rating										

Assessed by:		Final Rating by:
(name)	(name)	(name)
Planning Office	PMT Chairperson	Head of Agency/Office or Supervising Usec
Date: _____	Date: _____	Date: _____

Legend: Q1-Quantity/Efficiency Q2- Quality/Effectiveness T3-Timeliness A4- Average

Annex 3. List of 2023 SPMS common indicators to be rated by the focal offices.

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate	
				1st Sem	2nd Sem		
General Administration and Support (GAS)							
1. 100% FY 2023 budget utilization rate submitted to Central Office on or before 15th day following the end of the year (15 January 2024)	Quality and Timeliness	- transmittal (through email) to CO; CO FMS to acknowledge	Staff Bureaus, Regional Office and PENRO		✓	FMS	
2. 100% Budget utilization rate on 31 December 2023	Quality and Timeliness	- FMS - BUR of CO all Services - FMS to include the date for 100% utilization for each office	Central Office (all Offices)		✓	FMS	
3. 100% of financial statements per Section 41 of PD No. 1445 submitted to DENR CO FMS Accounting on January 31, 2023	Quality and Timeliness	- transmittal to DENR CO - FMS Accounting; Transmittal to COA with COA stamp	Staff Bureaus, Regional Office and PENRO	✓		FMS	
4. 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:	Quality and Timeliness	- CO: Reports and transmittal letter to COA with received stamp and acknowledgement letter from DBM; - Staff Bureaus and ROs – Reports and transmittal to CO-FMS	FMS, Staff Bureaus and Regional Offices	✓	✓	FMS	
•BAR No. 1 (QPRO) •FAR No. 1 (SAAODB) •FAR No. 1-A (SAAODBOE) •FAR No. 1-B (LASA) •FAR No. 1-C (SODLB IAFT) •FAR No. 2 (SABUDB) •FAR No. 2-A (SABUDBOE) •FAR No. 5 (QRROR) •FAR No. 6 (SABUDB TR)			FMS, Staff Bureaus and Regional Offices				
			PPS (BAR No. 1 only),	✓	✓	FMS	
FAR No. 3 Aging of Due and Demandable Obligations (ADDO)			FMS, Staff Bureaus and Regional Offices		✓	FMS	
FAR No. 4 Monthly Report of Disbursement (MRD)			FMS, Staff Bureaus and Regional Offices	✓	✓	FMS	

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
5. 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	Quantity and Timeliness	- Agency Action Plan Status of Implementation (AAPSI) - FMS Director submit to the ASEC for Finance; Staff Bureaus and Regional Office submit to the CO-FMS	FMS, Staff Bureaus and Regional Offices.		✓	FMS
6. 100% PHILGEPS conditions complied by January 31, 2024	Quality and Timeliness	- PhilGEPS Generated PBB Report at https://data.philgeps.gov.ph or proof of submitted justification to ao25secretariat@dap.edu.ph	Admin Service, Staff Bureaus, Regional Offices and PENROs		✓	Admin Service
7. 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	Quantity; Quality and Timeliness	- submitted certificate to GPPB; acknowledgement from GPPB - deadline should be reflected - letter advisory issued by GPPB - must meet the criteria of submission*	Admin Service, Staff Bureaus, DENR Regional Offices and PENROs		✓	Admin Service
8. 100% APCPI Results by the concerned offices submitted to GPPB-TSO on 31 March 2023.	Quality and Timeliness	- Submitted Accomplished APCPI and Auto-generated acknowledgement from the GPPB-TSO	Admin Service, EMB, MGB, PCSD, NWRB, NAMRIA, Regional Offices	✓		Admin Service
9. 100% of indicative FY 2024 APP Non-CSE in the Agency's Transparency Seal webpage posted on 30 September 2023	Quality and Timeliness	- printed copy/screen shot of proof of posting of indicative FY 2024 in the Transparency Seal	Admin Service, Staff Bureaus, Regional Offices and PENROs		✓	Admin Service
10. 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 (August 31, 2023)	Quality and Timeliness	- http://ps=philgeps.gov.ph/home/index.php/agency-relations/app-cse-2024-submission	Admin Service, Staff Bureaus and Regional Office and PENR Office		✓	Admin Service
11. 100% Annual Procurement Plan (APP) Non-CSE CY 2023 based on the approved 2023 GAA submitted to GPBB-TSO on January 31, 2023 in accordance with GPBB Circular 02-2020 dated May 20, 2020	Quality and Timeliness	- Submitted APP-Non CSE based on approved 2023 GAA and Auto-generated acknowledgement from the GPPB-TSO	Admin Service, Staff Bureaus, Regional and PENR Offices	✓		Admin Service

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
		- must meet the criteria of submission*				
12. 1 Report on Physical Count of property, plant and equipment (RPCPPE) as of December 31, 2022 submitted to Commission on Audit (COA) by the end of January 2023 based on Government Accounting Manual	Quality and Timeliness	- Submitted Inventory Report (RCPPE) with stamp received by COA	Admin Service, Staff Bureaus, DENR Regional Offices and PENROs	✓		Admin Service
13. _ infrastructures constructed based on Contracts and Notice to Proceed (NTP)	Quantity, Quality and Timeliness	- Contracts - NTP from BAC and Certificate of Completion and Acceptance - Inspection Evaluation Report - List of constructed infrastructures	Admin Service, Bureaus, Regional Offices and PENROs	✓	✓	Admin Service; PPS
14. 225 infrastructures maintained based on Contracts and Notice to Proceed (NTP) with report submitted on the 15th day after completion	Quantity, Quality and Timeliness	- NTP from BAC and Certificate of Completion and Acceptance - Inspection Evaluation Report - List of infrastructures maintained - Inspection checklist/ service report	Admin Service, Bureaus, Regional Offices & PENROs	✓	✓	Admin Service; PPS
15. 45 facilities maintained based on Contracts and Notice to Proceed (NTP) with report submitted on the 15th day after completion	Quantity, Quality and Timeliness	- NTP from BAC and Certificate of Completion and Acceptance - List of facilities maintained - Inspection checklist/ service report	Admin Service, Bureaus, Regional Offices and PENROs	✓	✓	Admin Service; PPS
16. 4,731 equipment maintained based on Contracts and Notice to Proceed (NTP) with report submitted on the 15th day after completion	Quantity, Quality and Timeliness	- NTP from BAC and Certificate of Completion and Acceptance - List of equipment maintained - Inspection checklist/ service report	Admin Service, Bureaus, Regional Offices and PENROs	✓	✓	Admin Service; PPS
17. 100% of SALN reviewed within 7 days upon submission of respective office in the Personnel Division	Quality and Timeliness	- Certification of conduct of review committee meeting	HRDS, Regional Offices, DENR CO Services	✓		HRDS

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
18. 100% SALN Certification submitted to DENR Personnel Division based on Section 8 of RA 6713 on June 30, 2023	Quality and Timeliness	- Compliance Certification	Staff Bureaus, Regional Offices	✓		HRDS
19. 100% Notice of Salary Adjustment (NOSA) received by employee by 31 March 2023	Quality and Timeliness	- receiving copy and summary	HRDS, Staff Bureaus, Regional Offices	✓		HRDS
20. 80% vacant positions as of 31 December 2022 in the second level filled up on 31 December 2023	Quantity and Timeliness	- Report Appointment Issued (RAI)	Staff Bureaus, Regional Offices		✓	HRDS
21. 100% certification of Leave Credits issued to all employees 7 working days after each semester	Quality and Timeliness	- Leave credits certification	HRDS, Staff Bureaus, Regional and PENR Offices	✓	✓	HRDS
22. FY 2023 OPCR commitment based on approved SPMS guidelines submitted to Director for Policy and Planning Service on 31 March 2023	Quality and Timeliness	- receiving copy of OPCR submitted to PPD	Central Office (All Offices), Staff Bureaus, Regional Offices, PENROs and CENROs	✓		PPS
23. 100% DPCRs commitment based on the approved OPCR submitted to Director concerned by April 15, 2023	Quality and Timeliness	- receiving copy of DPCR to Director concerned	Central Office (All Offices), Staff Bureaus, Regional Offices and PENROs	✓		HRDS
24. 100% IPCRs commitment based on the approved DPCR submitted to Personnel Division/Unit by 30 April 2023	Quality and Timeliness	- receiving copy of IPCR to Personnel Division	Central Office (All Offices), Staff Bureaus, Regional Offices, PENROs and CENROs	✓		HRDS
25. 2 semi-annual L&D accomplishment matrix submitted to Usec Supervising HRDS on 26th of July 2023 and 26th of January 2024	Quality and Timeliness	- Matrix of L&D Accomplishment	Regional Office and Staff Bureaus	✓	✓	HRDS
26. 100% permanent employees provided L&D intervention on 30 December 2023	Quantity and Timeliness	- Central Office - TDD database	Central Office (All offices) Bureaus Regional offices		✓	HRDS
27. 80% of learners of the five (5) training programs monitored and evaluated (level 3 - application evaluation) based on the prescribed period stipulated in the Memorandum No. 2021 - 469	Quantity and Timeliness	- M&E Report	HRDS, Bureaus and Regional Offices		✓	HRDS

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
28. Consolidated 100% of approved IDP of permanent employees based on the prescribed format submitted to HRDS by the end of April 2023	Quality and Timeliness	- Consolidated report; Proof of Submission	CDD-CO, Regional Office and Bureaus	✓		HRDS
29. 100% Annual HRDC Reports submitted to HRDS-CO based on the format/requirements and timeline pursuant to Special Order No. 2019-644 as amended Special Order No. 2022-811	Quality and Timeliness	- Annual HRDC Report	CDD-CO, Regional Office and Bureaus		✓	HRDS
30. 100% of compliance/full implementation with Internal Audit recommendations in accordance with pertinent laws, rules and regulations within six (6) months from the receipt of memorandum from the Secretary/Undersecretary	Quality and Timeliness	- Accomplished Action Plan and Status of Implementation Audit Recommendations (APSIAR) with corresponding supporting documents	Audited Office in Central Office (All Services, Bureaus and Regional Offices)		✓	IAS
31. 100% documents acted upon with minor revision 7 working days for simple documents and 15 working days for complex documents upon receipt	Quality and Timeliness	- Based on Document Tracking System, Logbook - Based on WFP as simple or complex documents	Central Office(All Offices), Staff Bureaus, Regional Offices, PENROs and CENROs	✓	✓	PPS
32. 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	Quality and Timeliness	- Report, Matrix of Workshop and Conference, S.O. and Notice of meeting	Central Office(All Offices), Staff Bureaus and Regional Offices, PENR, CENR Offices	✓	✓	PPS
SUPPORT TO OPERATIONS						
33. Maintained Information Systems and databases with reports submitted to the Office concerned on the prescribed period	Quantity and Timeliness	- Central Office quarterly reports submitted to the Assistant Secretary for Information Systems - Staff Bureaus and Regional Offices quarterly reports submitted to KISS-OD and PMED cc KISS-ISD	KISS, Staff Bureaus and Regional Offices	✓	✓	KISS
34. 1 Network infrastructure maintained with 90% uptime with report submitted every 5th day of the following month	Quality and Timeliness	- Monthly Report	KISS; Staff Bureaus and Regional Offices, PENROs	✓	✓	KISS

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
35. 100% of technical assistance provided and acted within 3 working days with consolidated monthly report submitted to supervising ASEC/USEC every 5th day of the following month	Quality and Timeliness	- Central Office Quarterly Report Submission to PPS - Staff Bureaus, Regional and PENROs monthly submission to KISS-OD and PMED cc NIMD	KISS; Staff Bureaus and Regional Offices, PENROs	✓	✓	KISS
36. 4 website (External DENR Web Portal) modules/content updated within 2 days upon approval	Quantity and Timeliness	- Monthly report	SCIS, Staff Bureaus, Regional Offices (RSCIG)	✓	✓	SCIS
37. 100% of development activities of all issued Tenure Instruments updated in e-FIS within 15 working days upon receipt of the annual accomplishment report	Quality and Timeliness	- Date receipt and date encoded	Regional Office, PENROs and CENROs	✓	✓	FMB
38. 100% of basic information of all issued Tenure Instruments and Private Tree Plantation Registrations updated in e-FIS within 7 working days upon receipt of the approved and notarized agreement/registration	Quality and Timeliness	- Date receipt and date encoded	Regional Office, PENROs and CENROs	✓	✓	FMB
39. 100% of required ENR Statistical Profile which follows the assigned template submitted to Director, KISS by 30 September 2023	Quality and Timeliness	- Endorsement of ENR statistical data to SDRMD	Regional Offices	✓	✓	KISS
40. 100% of cases for ADR provided with ADR Services	Quantity and Timeliness	- Notice of ADR Proceedings, ADR Officer Report - Complete listings of accomplishments per PMED matrix: L-07	Legal Affairs Service, LMB, Regional Offices	✓	✓	LAS
41. 100% of offices with complete Updated Citizen's Charter processes posted 15 working days upon receipt of memorandum for the Regional Offices to update posted Citizen's Charter	Quality and Timeliness	- proof of posting and issuance of memorandum for the Regional Offices	Legal Affairs Service, Regional Offices	✓		LAS
42. 80% of 520 land disputes/cases resolved/decided through regular proceedings and amicably settled through ADR procedures by end of Dec 2023	Quantity and Timeliness	- Order of compromise agreement signed by the PENRO or the RED in case of ADR procedures - Final Decision/Resolution/Order signed by the RED in case of regular proceedings	Regional Offices and PENROs	✓	✓	LAS

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
		- Complete listings of accomplishments per PMED matrix: L-07				
43. 8 types of printed IEC materials produced on 31 December 2022	Quantity and timeliness	- Copy of printed materials produced	SCIS, Regional Offices	✓	✓	SCIS
44. 85% of IEC materials disseminated two (2) months after turnover of full delivery from Procurement Division	Quantity and Timeliness	- disseminated materials - memo/logbook of IEC materials received by other offices and stakeholders	SCIS, Regional Offices	✓	✓	SCIS
45. 16 DENR-Regional Integrated IEC Action Plan endorsed to SCIS on 31 March 2023	Quality and Timeliness	- Regional Integrated IEC Action Plan	Regional Offices	✓		SCIS
46. 12 environmental activities conducted specific for PWD/Senior Citizen/Youth based on CY 2023 WFP with report submitted to the USEC concerned 7 days after the event	Quantity, Quality and timeliness	- Activity report submitted Satisfactory rating for participants based on accomplished End-of Activity Evaluation Form Summary of Accomplished survey form	SCIS, Regional Offices	✓	✓	SCIS
47. 6 Environmental events/ activities/engagements organized (via face to face or online application) based on FY 2022 WFP with report submitted to the USEC concerned 5 days after the event	Quantity and timeliness	- List of environmental events; activity reports	SCIS, Bureaus, Regional Offices, PENROs and CENROs	✓	✓	SCIS
48. 100% of complaints through hotline 8888 acted upon within 72 hours upon receipt	Quantity and Timeliness	- Acknowledgement Receipt/Status Report from 8888	Central Office (All Offices), OSEC - DENR Action Center and HRDS, ROs and Bureaus	✓	✓	DENR Action Center
49. 100% of complaints through hotline CCB acted upon within 3 working days upon receipt	Quantity and Timeliness	- Acknowledgement Receipt/Status Report from CCB	HRDS, ROs and Bureaus	✓	✓	HRDS
50. 40 Transparency Seal requirements updated and posted three (3) days upon receipt and monitoring reports submitted (based on advisory to be issued by SCIS)	Quantity and Timeliness	- Consolidated report - SCIS Accomplished updated transparency seal monitoring tool - Regional Offices and Bureaus	SCIS, Staff Bureaus and Regional Offices	✓	✓	SCIS
51. 100% quarterly accomplishment reports based on the prescribed format submitted to the Usec for PPIA 10 days after the ensuing quarter	Quality and Timeliness	- Accomplishment report submitted and received by Office of Usec PPIA	Central Office (All Offices), Bureaus, AA, Regional	✓	✓	PPS

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
			Offices, PENROs and CENROs			
52. FY 2024 Work and Financial Plan based on 2024 Planning Guidelines submitted to the Policy and Planning Service on the prescribed period	Quality and Timeliness	- Endorsement of WFP with acknowledgement of PPD	Central Office (All Offices), Staff Bureaus and DENR-Regional Offices		✓	PPS
53. 46 forest land use plans approved based on FMB Technical Bulletin No. 2 on 31 December 2022	Quality and Timeliness	- Letter of Intent (LOI), MOA; short term (1 year) and long term (5 year plan); Allocation Map, Proposed Allocation Map, Required Documentary Attachments (Minutes of the meetings/activities, Comprehensive accomplishment report of the milestone activities conducted, MOA for FLUP Preparation, Reviewed FLUP Preparation by Regional Technical Review Committee (RTRC) Updated FLUP Formulation Status submitted to FMB on December 31, 2023	Regional Office, PENROS and CENROs		✓	FMB
54. 119 forest land use plans adopted by LGUs based on FMB Technical Bulletin No. 2 on 31 December 2022	Quality and Timeliness	- signed and notarized MOA for Joint FLUP implementation and SB Resolution re: adopting and integrating FLUP into the LGUs CLUP and authorizing the LCE to enter into JMOA for FLUP implementation, Affirmation Sheet, Transmitted Endorsement letter from DENR endorsing the FLUP to the LGUs MDC and/or SB/P, Finalized FLUP, Zoning Ordinance	Regional Offices		✓	FMB

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
		Updated FLUP Legitimization/Adoption Status submitted to FMB on December 31, 2023				
001: NATURAL RESOURCES SUSTAINABLY MANAGED						
<i>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</i>						
55. 80% of wildlife permit, certifications and/or clearance applications acted upon within the prescribed period	Quantity, Quality and Timeliness	- Supporting documents stated RA 9147 (DAO 2004-55, 2004-60)	BMB, Regional Offices	✓	✓	BMB
56. 21,000 has. of open - access/untitled lands of the public domain placed under appropriate management arrangement/tenure by 31 December 2023	Quantity and Timeliness	- No. of hectares per tenure instrument, permit and management arrangement; issued Copy of Agreements and final map, endorsement Memo from RED emailed to FMB seven (7) working days upon receipt of the approved and notarized agreement/permit - <i>Management arrangement to be attributed include IFMA, SIFMA, FLGMA, UAfP, FLAG, FLAgT, GSUP, SLUP, mining agreements, proclamations, LOA/ MOA for NGP outside tenure instrument, MOA for CSR/reforestation. Agreement with stamped received by DENR after notary</i>	Regional Offices		✓	FMB
57. 100% of applications for forest tenure instruments and permits with complete documentary requirements reviewed, assessed and endorsed for approval of the Regional Executive Director based on existing guidelines within the prescribed period upon receipt of the document	Quality and Timeliness	- Application requirements from proponent Endorsement memo from CENRO and PENRO with categorical recommendation to RED Signed Agreements and final map	Regional Offices, PENROs and CENROs	✓	✓	FMB

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
58. 90,025 km of patrol conducted within conservation area uploaded to the LAWIN server every 5th of the ensuing month	Quantity and Timeliness	- e-DATS Memo endorsement Copy of the Approved Guidelines	Regional Offices, PENROs and CENROs	✓	✓	FMB
59. 75% of the observed threats that require post patrol responses had actions taken with reports submitted on 31 December 2023	Quantity and Timeliness	- Based on the data uploaded on the Lawin server and reports submitted	Regional Offices, PENROs and CENROs		✓	FMB
60. 5,889 km boundary of protection forest delineated through map overlay analysis and production forests for potential investment purposes delineated clearly defined/ demarcated on the ground within the prescribed period by FMB based on technical bulletin 5-A with submission of Quarterly report	Quality and Timeliness	- Complete submission of Shapefiles, printed maps, geotagged photos of final production forest for investment delineated with recommended investment options, technical description and geotagged photos of established stakes and production forest delineation field observation form after 15 workings day every quarter	Regional Offices	✓	✓	FMB
61. (PhP'000) Revenues collected and deposited to Bureau of Treasury with monthly report of collection every 5th day of the following month	Quantity and Timeliness	- Monthly report of collection, Deposit slip	Regional Offices and PENROs	✓	✓	FMB, LMB, BMB
62. 346 Appraisal of foreshore lease with appraisal report and complete requirements approved by Regional Executive Director on 31 December 2023	Quantity and Timeliness	- approved appraisal report by RED	Regional Offices, PENROs and CENROs	✓	✓	LMB
63. 61 Re-appraisal of foreshore lease with re-appraisal report and complete requirements Regional Executive Director on 31 December 2023	Quantity and Timeliness	- approved reappraisal report by RED	Regional Offices, PENROs and CENROs	✓	✓	LMB
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM						
64. 1241 PAMB Resolutions approved by RED with minutes of meeting submitted to BMB within 7 days after the review of the PAMB Minutes and Resolutions of the Regional Office	Quantity and Timeliness	- PAMB Resolutions with approved minutes	Regional Offices	✓	✓	BMB
65. 3 PAMPs PA Management Plans prepared submitted to BMB within 7 days after review of the Regional Office	Quantity and Timeliness	- Draft PAMP submitted to BMB for review, PAMB resolution adopting the PAMP	Regional Offices		✓	BMB

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
66. 83 Barangays of legislated PAs completed with SRPAO requirement based on DAO 2013-20 with consolidated reports and maps submitted to BMB on 31 December 2023	Quality and Timeliness	- 1. Narrative report 2. Consolidated report of SRPAO (Attachment 3) 3. Official list of TMs (SRPAO form 5) 4. Photocopy of accomplished forms 2&3 5. Maps (homelots and farmlots)	Regional Offices		✓	BMB
67. 100% PAs with BMS conducted semi-annually with reports submitted to BMB 7 days after review of the Region	Quality, Quantity and Timeliness	- BMS Report (Semi-annual)	Regional Offices	✓	✓	BMB
68. 2 critical habitats established with submitted complete documentary requirements to BMB on 31 December 2023	Quality, Timeliness	- CSW endorsement of Draft DAO with attachments	Regional Offices		✓	BMB
69. 7 critical habitats with management plans based on DMC 2007-02 and TB 2018-04 submitted to BMB on 31 December 2023	Quality and Timeliness	- Management plan approved by RED, annual report of critical habitat assessment, MOA with LGUs or concerned groups	Regional Offices		✓	BMB
70. 35 legislated NIPAS MPAs with Water quality assessment monitoring conducted at least twice a year (wet and dry season) with annual progress report submitted to BMB on 31 December 2023	Quality and Timeliness	- Water quality monitoring report using the prescribed form based on TB 2019-03, TB 2019-04; DAO 2016-08	Regional Offices		✓	BMB
71. 11 Marine Protected Area Network (within NIPAS MPA or with at least one NIPAS MPA component) strengthened with annual report submitted to BMB on 31 December 2023	Quality and Timeliness	- Network strengthening reports per prescribed format, ordinances or resolutions, capacity building reports, competency/performance assessment results, draft sustainable financing plans, joint activity reports and minutes of the meetings	Regional Offices and BMB		✓	BMB
72. 15,314 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	Quantity, Quality and Timeliness	- Transmittal sheets with stamp received by ROD, signed judicial form; listings in Excel format	Regional Offices, PENROs and CENROs	✓	✓	LMB

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
73. 31,729 survey plans through LAMS on 31 December 2023	Quantity and Timeliness	- approved survey plans verified within LAMS	Regional Offices	✓	✓	LMB
74. 11,015 patents approved for agricultural lands processed within 120 calendar days and approved and transmitted within 10 calendar days to ROD based on RA 11573	Quantity, Quality and Timeliness	- transmittal sheets with stamp by ROD, signed judicial form, listings in Excel format	Regional Offices, PENROs and CENROs	✓	✓	LMB
75. 13,565 hectares planted with at least 85% survival rate inspected within 30 working days upon the receipt of the request for inspection	Quantity, Quality and Timeliness	- MOVs 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 of the actual area planted, and Disbursement Vouchers List/matrix NGP planted area with an inspection report	Regional Offices, PENROs and CENROs	✓	✓	FMB
76. 158,963 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 <i>Coverage in the rating per semester: 1st sem – 2nd and 3rd year plantations 2nd sem – 1st to 3rd year plantations</i>	Quantity, Quality and Timeliness	- MOVs 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 List/matrix NGP planted area with inspection report	Regional Offices, PENROs and CENROs; ERDB	✓	✓	FMB
77. 2,426 cu.m. Small Water Impounding System (SWIS) constructed based on TB 13-A	Quality and Timeliness	- Bidding documents, Inspection report, DV	Regional Offices, PENROs and CENROs	✓	✓	FMB

Program/Project/ Activity (P/A/P) / Performance Indicators	Dimensions to Measure	Means of Verification (MOVs)	Organization Accountable	Rating Period		Who will Rate
				1st Sem	2nd Sem	
002: ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED						
<i>ENVIRONMENT AND NATURAL RESOURCES RESILIENCY PROGRAM</i>						
78. 21 watersheds covering 1 province with finalized CRVA by WMC at Provincial level copy furnished FMB by 31 December 2023	Quality and Timeliness	- CRVA Report pursuant to existing guidelines	Regional Offices, PENROs		✓	FMB
79. 4 watersheds covering 2 or more provinces/ 2 or more regions with finalized CRVA by WMC at Regional level copy furnished FMB by 31 December 2023	Quality and Timeliness	- CRVA Report pursuant to existing guidelines	Regional Offices, PENROs		✓	FMB
OTHER CROSS CUTTING INDICATORS						
80. CSS Rating of 4.00 or higher (based on Citizen's Charter list of services) achieved as indicated in the 2023 CSS report	Quality	- Client Satisfaction Rating report	Regional Office; Staff Bureaus; Central Office Services including supervision office of SCIS		✓	KISS
81. 100% compliance of the five (5) updated Freedom of Information (FOI) requirements based on Presidential Communications Operations Office (PCOO) requirements to be submitted on the 30th day of January 2023	Quality and Timeliness	- Plaque of Recognition/Certification of compliance from PCOO Transmittal (through email) to PCOO Acknowledgement of PCOO	Admin Service, Staff Bureaus and Regional Offices		✓	Admin Service