

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MA. NERESSA M. BATHAN**, Sociologist I, of the Production Forest Management Section of Conservation and Development Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

MA. NERESSA M. BATHAN
Employee

Reviewed by: DAILINDA T. VILLAMOR Chief Production Forest Management Section Immediate Supervisor		Date: 8/13/2024		Approved by: MARISSA N. SOLITE Chief, CDD Head of Office		Date: 8/14/2024	
Output	Success Indicators (target + measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION SUPPORT							
1. Implementation of Good Governance Conditions	100% submission of SALN to DENR Personnel Division based on Selection of RA 6713 on February 28, 2024.	SALN prepared and submitted on January 25, 2024		4	5	4.5	
2. Actions on documents or requests	Submission of IPCR (Commitment) to the Division Chief by end April 2024. 100% of documents acted upon receipt with 1 or 2 minor errors. 1) Simple Documents - 7 working days. 2) Complex Documents - 15 working days.	IPCR (Commitment) submitted on April 25, 2024 100% of simple documents acted within 6 days upon receipt with no error in content.		5	5	4.95	
MAJOR FINAL OUTPUT (MFO)							
1. Socio-Economic and Environment Baseline (SEEB)	Prepare consolidated Socio-Economic and Environment Baseline (SEEB) report of one (1) Pw (JUDA) including the consolidation of analysis, photodocumentation, and collection of soil samples for the condition of the farm site of the newly approved CBFM-CARP project within 60 working days after the last field work. with no error in content.	Prepared consolidated Socio-Economic and Environment Baseline (SEEB) report of one (1) Pw (JUDA) including the consolidation of analysis, photodocumentation, and collection of soil samples for the condition of the farm site of the newly approved CBFM-CARP project within 30 working days after the last field work. with no error in content.	3	5	5	4.333	
SUPPORT TO OPERATION (STO)							
1. Monitoring and Evaluation	Assist in monitoring and evaluation results done by the two (2) POs on the CBFM-CARP projects implemented with report submitted within 12 working days from the last field work. with no error in content.	Conducted & provided technical assistance of Monitoring and Evaluation of 2 POs with CBFM-CARP projects implemented with report submitted within 10 working days from the last field work. with 1 or 2 minor errors.	3	4	4.071	3.69	
2. Assessment of CSCs	Assist in the conduct of evaluation of MOVs and assessment with holders of 72 expired CSC within 12 working days upon receipt. with no mistake in performing the duty.	Assisted in the conduct of evaluation, scanning of MOVs and assessment with holders of 107 expired CSC within 10 working days upon receipt. with 1 or 2 minor errors.	5	4	4.071	4.357	
3. Formulation/Updating of CRMF	Review the submitted one (1) formulated CRMFs & FYWPs and endorsed to RED within 12 working days upon receipt with no mistakes in performing the duty.	Reviewed & Checked the submitted one (1) formulation CRMFs & FYWPs and endorsed to RED within 9 working days upon receipt. with no error in content.	3	5	4.707	4.236	
FINAL AVERAGE RATING							
LEGEND: 1-Quantity 2-Efficiency 3-Timeliness 4-Average							
Comments and Recommendations for Development Purpose: <i>Applicable and delivered efficiently the tasks assigned to her.</i>							
Discussed with:	Date:	Assessed by: I certify that I discussed my assessment of the performance with the employee.	Date:	Final Rating by:		Date:	
MA. NERESSA M. BATHAN Sociologist I Employee	8/12/2024	DAILINDA T. VILLAMOR Chief Production Forest Management Section Immediate Supervisor	8/13/2024	MARISSA N. SOLITE Chief, Conservation Development Division Head of Office		8/14/2024	