







SECSIME NO. RO-1. REVIEW AND APPROVAL OF OPCR/DPCR COMMITMENT & RATING






Description: This action is made upon request for data/information and/or reports.

Office or Division:		Planning and Management Division, Management Services DENR Region CAR		
Classification:		Simple to Complex		
Type of Transaction:		G2G - Government to Government		
Who may avail:		Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Prepare request through Memorandum/letter.	1.1. Receive and records request	None	1-2 mins.	 Denise Kyla L. Mauri Administrative Assistant
2.1. None	2.1. Acts on request and refers to the Concerned Section (PPS,MES)	None	5-10 mins.	 Rosita Y. Apilis OIC-Chief, PMD








<p>3.1. None</p>	<p>3.1. PPS Chief receives and initially review the OPCR/DPCR commitments and assign to staff concerned for further evaluation.</p> <p>3.2. MES Chief receives and initially review OPCR/DPCR ratings of OPCRs/DPCRs of PENROs, CENROs and Regional Office Heads & and Division Chiefs and to concerned staff for further evaluation.</p>	<p>None</p>	<p>10 mins.</p>	<p>COMMITMENT</p>  <p>Alvaro L. Micklay Chief, Planning and Programming Section</p> <p>RATING</p>  <p>Rose Marie B. Astadan OIC-Chief, Monitoring and Evaluation Section</p>
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<p>4.1. None</p>	<p>4.1. Staff to review the OPCR and DPCR commitment based on approved work and financial plan and OPCR of the RED</p>	<p>None</p>	<p>3 hours</p>	<p style="text-align: center;"><i>Planning and Programming Section Staff</i></p> <div style="display: flex; justify-content: space-around;"><div style="text-align: center;"><p>Lydia R. Baldo Planning Officer II</p></div><div style="text-align: center;"><p>Noemi R. Macayana Statistician II</p></div></div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"><div style="text-align: center;"><p>Patricia S. Tayaban Planning Officer I</p></div><div style="text-align: center;"><p>Carmela D. Dangsian Statistician II</p></div></div> <div style="text-align: center; margin-top: 20px;"><p>Almazon B. Odsey Administrative Assistant III</p></div>
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	4.1.a. Staff to review the OPCR/DPCR rating based on the required/submitted Means of Verification (MOV)	None	7 days	<p style="text-align: center;">Monitoring and Evaluation Section Staff</p> <div style="display: flex; justify-content: space-around;"><div style="text-align: center;"><p>Marylou G. Andrada Project Evaluation Officer II</p></div><div style="text-align: center;"><p>Theresa B. Tilcag Statistician II</p></div></div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"><div style="text-align: center;"><p>Marie Junette B. Siti Project Evaluation Officer I</p></div><div style="text-align: center;"><p>Ma. Renelle S. Cajalne Statistician I</p></div></div> <div style="text-align: center; margin-top: 20px;"><p>Dorothy Joy C. Cayaba Planning Officer I</p></div>
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<p>5.1. None</p>	<p>5.1. Section Chiefs to review and evaluate the findings/comment and recommendations and forward to Division Chief signature/initial</p>	<p>None</p>	<p>1 hour</p>	<p><i>All Section Chiefs</i> COMMITMENT</p>  <p>Alvaro L. Micklay Chief, Planning and Programming Section</p> <p>RATING</p>  <p>Rose Marie B. Astadan OIC-Chief, Monitoring and Evaluation Section</p>
<p>5.2. None</p>	<p>5.2. Division Chief review/concur findings and recommendations</p>	<p>None</p>	<p>10 mins</p>	 <p>Rosita Y. Apilis OIC-Chief, PMD</p>






5.3. None	5.3.1. OPCR/DPCR with corrections are returned to concerned office. 5.3.2. Assessed and compliant OPCR/DPCR are released to Office of ARED-MS.	None	3-5 mins	 Denise Kyla L. Mauri Administrative Assistant
5.4. None	5.4. ARED-MS Staff receive OPCR/DPCR and forward to ARED MS	None	3-5 mins	<p style="text-align: center;"><i>ARED-MS Staff</i></p>  Edlyn Shine G. Milo Cartographer I  Merica Wrenn V. Estolero Administrative Assistant I
5.5. None	5.5. ARED MS to sign OPCR/DPCR	None	15 mins	 Atty. Cleo D. Sabado-Andrada OIC-ARED for Management Services



5.5. None	5.5. ARED-MS Staff forward document to ORED	None	3-5 mins	<p style="text-align: center;">ARED-MS Staff</p> <div style="display: flex; justify-content: space-around;"><div style="text-align: center;"><p>Edlyn Shine G. Milo Cartographer I</p></div><div style="text-align: center;"><p>Merica Wrenn V. Estolero Administrative Assistant I</p></div></div>
6.1. None	6.1. ORED staff receives and records OPCR and DPCR and forward to RED for signature	None	3-5 mins	<p style="text-align: center;">ORED Staff</p> <div style="display: flex; justify-content: space-around;"><div style="text-align: center;"><p>Mariza A. Basali Receiving Clerk</p></div><div style="text-align: center;"><p>Frelyn B. Dangos Administrative Assistant III</p></div></div>
6.2. None	6.2. RED signs the OPCR and DPCR	None	15 mins	<div style="text-align: center;"><p>Engr. Ralph C. Pablo, DPA, En.P, CESO III Regional Executive Director</p></div>



<p>6.3. None</p>	<p>6.3. ORED Staff release signed OPCR/DPCR to PMD</p>	<p>None</p>	<p>3-5 mins</p>	<p style="text-align: center;">ORED Staff</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Mariza A. Basali Receiving Clerk</p> </div> <div style="text-align: center;">  <p>Frelyn B. Dangos Administrative Assistant III</p> </div> </div>	
<p>7.1. Office Origin of Correspondence to receive data/information/report.</p>	<p>7.1. Receives signed OPCR/DPCR</p>	<p>None</p>	<p>1-2 mins</p>	<div style="text-align: center;">  <p>Denise Kyla L. Mauri Administrative Assistant</p> </div>	
<p>TOTAL:</p>			<p>Simple</p>		<p>7 days 4 hours 44 min.</p>
			<p>Complex</p>		<p>20 days, 2 hours and 4 minutes (depending on the scope of work).</p>