



Republic of the Philippines
Department of Environment and Natural Resources
**PROVINCIAL ENVIRONMENT AND NATURAL
RESOURCES OFFICE COTABATO**
Region XII, Quirino Drive, City of Kidapawan
Cotabato 9400 Philippines

Tel No. (064) 577-1412 / ✉ penrokidapawan@denr.gov.ph



January 2, 2025

FOR : **The Regional Executive Director**
DENR XII, Koronadal City

ATT'N : The Chief, Planning and Management Division

FROM : The PENR Officer
PENRO XII-4, Kidapawan City

SUBJECT : **Submission of 4th Quarter BAR Report of PENRO Cotabato CY
2024**



Respectfully submitted is the above cited-report of PENRO Cotabato on its 4th Quarter BAR Accomplishment Report CY 2024.

For information and record.

JMN
RADZAK B. SINARIMBO, JD, MPA, MAPDS ✕

QUARTERLY PHYSICAL REPORTS ON OPERATION

As of December 2024

P / A / P Code	Performance Indicators	UACS CODE	FY 2024 Physical Targets					FY 2024 Physical Accomplishments					VARIANCE	Remarks
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL		
			(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
Gen.MGT.&SUPERVISION														
1. CONSTRUCTION, REPAIR AND MAINTENANCE OF PROPERTY														
1.2 Repair and Maintenance of Buildings and Other Structures														
c.-Maintenance of office facilities	office facilities maintained (no.)		6	6	6	6	6	6	6	5	6	6	-	
2. PROCUREMENT, REPAIR AND MAINTENANCE OF MOTOR VEHICLES														
b. Maintenance/repair of four wheeled motor vehicle	four wheeled motor vehicle maintained (no.)		2	2	2	2	2	2	2	2	2	2	-	
c. Maintenance/repair of motorcycle	motorcycle maintained (no.)		10	10	10	10	10	10	10	10	10	10	-	
3. PROPERTY PLANT AND EQUIPMENT (PPE) ACCOUNTABILITY REPORTS														
3.5 Annual Report on the Physical Count of Property Plant and Equipment (RPCPE) as of December 31,	Report on the Physical Count of Property Plant and Equipment as of Dec 31, 2023 submitted to COA by the end of January 2024		1				1	1				1	-	
d. Inventories / Validation of Property, Plant and Equipment	report on inventory / validation of PPEs (no.)					1	1			1	1	1	-	
-building													-	
-furniture & fixtures													-	
-vehicles													-	
-office equipment													-	
-survey equipment													-	
4. INSURANCE OF PROPERTY														
e.1 Buildings and its Contents	Buildings and its content insured (on fire, lightning, and earthquake (no.)			5		5	7		5		2	7	-	
e.2 motor vehicle (Four-Wheel)	Motor vehicles insured (no.)		2	4	1	1	8	2	4	1	1	8	-	
e.3 motor vehicle	Motor vehicles insured (no.)			2	9	6	17		2	9	6	17	-	
4.4. LTO Registration/Renewal of Vehicle (Four-Wheel)	Motor vehicles registered (no.)		2	5		1	8	2	5		1	8	-	
4.5. LTO Registration/Renewal of Motorcycle	Motor vehicles registered (no.)			2	7	8	17		2	7	8	17	-	
5. REPORT OF UNSERVICEABLE PROPERTY AND WASTE MATERIALS														
f. Report of Unserviceable Property, Plant and Equipment	100% of returned unserviceable property within the quarter with Inventory and Inspection of Unserviceable Property (IIRUP) prepared (no.)		1	1	1	1	4	1	1	1	1	4	-	
10.2 Preparation of Disposal Plan	Disposal Plan submitted (no.)			1		1	1		1			1	-	
8. Preparatory Procurement Reports														

P / A / P Code	Performance Indicators	UACS CODE	FY 2024 Physical Targets					FY 2024 Physical Accomplishments					VARIANCE	Remarks
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
	Annual Procurement Plan submitted (no.)												-	
	Updated APP non-CSE based on approved GAA FY 2024 submitted to GPPB-TSO (no.)				1		1	1		1		1	-	
	Indicative APP non-CSE for FY 2025 posted in the Transparency Seal (no.)				1		1			1		1	-	
	FY 2025 APP-CSE prepared and uploaded to the PS-PHILGEPS virtual store (no.)				1		1			1		1	-	
9. PROCUREMENT ACTIVITIES FOR THE CURRENT YEAR														
a. Conduct of Biddings/Alternative Procurement	bidding conducted/contract/Purchase Order issued (no.)		15	15	15	15	60	23	88	51	26	188	128	
b. Compliance to PHILGEPS conditions	Compliance report submitted (no.)		1				1	1				1	-	
d. Procurement Monitoring Report	report prepared/submitted (no)		1		1		2	1		1		2	-	
e. Agency Procurement Compliance and Performance Indicator System	report prepared/submitted (no)		1				1	1				1	-	
f. Conduct of Early Procurement Activities	Early procurement activity conducted (no.)		1				1	1				1	-	
10. BUDGET EXECUTION (BUDGET/ACCOUNTING)														
a. Preparation of Financial Plan	Financial plan prepared (no.)					1	1				1	1	-	
b. Voucher and payroll indexed & processed	-voucher and payroll indexed & processed (no.)		500	500	500	500	2,000	532	1,144	855	817	3348	1,348	
b. Submission of Reports													-	
DISTRICT 2													-	
* Budget and Financial Accountability report (BFAR)	-Financial report prepared and submitted (no.) submitted (no.)												-	
	* FAR No. 4		3	3	3	3	12	3	3	3	3	12	-	
	Quarterly		8	8	8	8	32	8	8	8	8	32	-	
	- BAR												-	
	- FAR No. 1												-	
	- FAR No. 1A												-	
	- FAR No. 1B												-	
	- FAR No. 1C												-	
	- FAR No. 2												-	
	- FAR No. 2A												-	
	- FAR No. 5												-	
	- FAR No. 6												-	
c. Summary of Performance Monitoring Report (SPMR)	PENROs consolidated reviewed financial utilization reports		3	3	3	3	12	3	3	3	3	12	-	
d. Monitoring of Compliance to Audit Findings (CAAF)	Compliance monitoring report			1		1	2		1		1	2	-	
f. Preparation and Submission of Financial Reports	Report submitted to COA (no.)		3	3	3	3	12	3	3	3	3	12	-	
f.a. Monthly trial balance,	PENRO Report submitted to COA (no.)				2								-	
f.b Quarterly financial statements	PENRO Report submitted to COA		1	1	1	1	4	1	1	1	1	4	-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
	and RO (no.)												-	
													-	
g. Hiring of Administrative Assistant (under PENRO Accountant & Budget Officer) and PENRO Planning officer)	Admin asst. hired (no.)		4	4	4	4	4	4	4	4	4	4	-	
													-	
													-	
k. Financial Performance Assessment	Workshop attended (no.)			1		1	2			1		1	2	-
	Report submitted (no.)												-	
													-	
1. Personnel Management			232	232	232	232	232	232	239	233	233	233	1	
	- personnel records maintained/updated (No.)												-	
													-	
c. Submission of SALN (R.A. 6713)	% SALN submission		1				1	1					1	-
													-	
3. Performance Management													-	
a. OPCR	OPCR commitment based on approved SPMS guidelines submitted to RO		3				3	3					3	-
													-	
	100% rated FY 2024 OPCR based on approved SPMS guidelines submitted to the Director for Policy and Planning Service on prescribed period		3		3		6	3		3			3	(3)
													-	
b. DPCR	DPCR commitment based on approved SPMS guidelines submitted to RO			2			2		2				2	-
													-	
	100% rated DPCR based on approved SPMS guidelines submitted to the Director for Policy and Planning Service on prescribed period		1		1		2	1		1			1	(1)
													-	
c. IPCR	% of IPCR commitment based on the approved DPCR submitted to Personnel			3			3	3					3	-
													-	
	100% rated IPCR based on approved SPMS guidelines submitted to the Director for Policy and Planning Service on prescribed period		3		3		6	3		3			6	-
													-	
4. Communications	-message/e-mail transmitted/fax delivered (no.)		1000	1000	1000	1000	4000	1,853	2,274	2,115	1,897	8,139	4,139	
													-	
5. Records Management	-records maintained/updated (no.)		3,000	3,000	3,000	3,000	3,000	4,259	5,665	7,209	8,595	8,595	5,595	
													-	
Collection of Fees														
OR issued	-officials Receipt (O.R.) issued (no.)		495	690	690	625	2,500	775	1,178	1,145	1,055	4,153	1,653	
													-	
11. Cashiering														
11.a Preparation of Cheques/Advices	Number of Cheques/Advices prepared		50	124	88	88	350	133	200	144	140	617	267	
													-	
9. Top Management acted upon	Paper/documents acted upon (no.)		750	750	750	750	3,000	1,890	2,272	1,540	1,079	6,781	3,781	
													-	
13. 8888 complaints	100% of complaints through hotline 8888 acted upon within 72 working hours upon receipt			1	1	1	3		1	1	1	3	-	
					3								-	
													-	
14. Updating of Citizen's Charter Processess	Citizen's Charter updated (no.)		3				3	3				3	-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
	month at the end of the quarter												-	
	100% of Biodiversity statistical report forms submitted to RO every 20th of the ensuing month at the end of the quarter		1	1	1	1	1	1	1	1	1	1	-	
	100% of Land statistical report forms submitted to RO every July 20 and January 20			1		1	1		1		1	1	-	
II. PLANNING AND MGT.														
● Preparation of FY 2025 Budget Proposal	FY 2021 Budget Proposal reviewed/evaluated and submitted(no.)		1				1	1				1	-	
- Updating of Forward Estimates (FE)														
- Consultative workshop w/ CENROs, District 2														
● Preparation of FY 2025 Work and Financial Plan	CY 20120WFP reviewed and submitted(no.)					1	1				1	1	-	
- PENRO/Sectoral Consultation														
- Pre-programming Workshop														
- National Reprogramming Workshop														
- WFP Review and Finalization														
PENRO (4th)														
District 2														
2. MONITORING & EVALUATION OF ACCOMPLISHMENTS	PENROs and Divisions monitored (no.)		1	1	1	1	4	1	1	1	1	4	-	
DISTRICT 2 - PENRO	CENRO monitored (no.)												-	
DISTRICT 1 - CENRO MID.													-	
DISTRICT 3 - CENRO MAT.													-	
3. Attendance to Training	No. of Workshop/Meetings attended (no.)			1	1	1	3		1		2	3	-	
***To include other Statistical Activities													-	
4. Hiring of Support staff (CENRO Level)	contract of service hired (no.)		4	4	4	4	4	4	4	4	4	4	-	
6. Executive Committee Meeting	Executive Committee Meeting coordinated/facilitated (no.)		1	1	1	1	4	1	1	1	1	4	-	
7. Client Satisfaction Survey (CSS)	100% of Client Satisfaction Survey 2024 collected are encoded and submitted on or before December 30, 2024 (Data Collection and Encoding of 2023 CSS)		1	1	1	1	4	1	1	1	1	4	-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
FOREST & WATERSHED MANAGEMENT														
SUB-PROGRAM														
ENHANCED - NATIONAL GREENING PROGRAM														
ECOSYSTEM MANAGEMENT SERVICE														
3. Maintenance and Protection														
2nd Year (2023)														
3 passes; 1 fireline establishment														
- ring weeding, replanting, fire suppression, patrol work														
- application of fertilizer														
- maintenance of fireline														
-conduct of geotagging														
3rd Year														
-ring weeding/brushing														
-patrol work														
-maintenance of firelines														
-replanting														
-pest and disease control														
-conduct of geotagging														
- setting up of pole/markers to mark the boundaries of NG														
4. Improvement/Establishment of Nurseries for Seedling Distribution														
Nurseries improved/established/operated (no)														
5. Maintenance and Protection of Seed Production Area (SPA)														
SPA maintained (no.)														
seeds collected (kg)														
5. Hiring of ENR Extension Officers														
ENR Extension Officers hired (no.)														
CENRO MIDSAYAP - District 1														
CENRO MATALAM - District 3														
11. Hiring of ENR Extension Officers (For Assessment of NGP Graduated Sites)														
FEOs hired (no.)														
8. Hiring of Financial Staff														
FS Staff hired with report submitted (no)														
-assistance on REFO Project														
-Accounting graduate or any Business related course														
9. Hiring of Data(base) Management Staff														
DMS Staff hired with report submitted(no)														
-IT or any computer-related course														
III. Structural Measures														
1. Establishment of Small Water Impounding System														
SWIS constructed(cu.m.)														
* For Risk Resiliency Program(RRP)														
LAND MANAGEMENT SUB-PROGRAM														
LAND SURVEY/DISPOSITION AND RECORDS MGT.														
a.1 Survey of Residential Areas														
Lot surveyed and approved (no.)														
a.2 Issuance of patents under RA10023														
Patents approved and transmitted to the ROD within 10 working days (no.)														
- patent issued														

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
b. Agricultural Lots													-	
b.1 Survey of Agricultural Areas	Lot surveyed and approved (no.)			100			100		100		29	129	29	
b.2 Issuance of patents - Patents issued	Patents approved and transmitted to the ROD within 10 working days (no.)		40	80	80	30	230	42	82	48	92	264	34	
4.2 Special patents	Special Patents Issued (no.)		4	4	4	4	12	4	7	2	6	19	7	
II. Resolution of Disputes/Cases with Claims and Conflicts Cases														
1 Resolution of Land Cases with Claims and Conflicts	amicably settled of land claims and conflicts/ land case resolved (no.)		1	1	1	1	4	2	3	1	1	7	3	
	- ADR proceedings conducted and /or land disputes/cases investigated with reports submitted to PENRO (no.)		2	3	3	2	10	2	1	3	4	10	-	
NATURAL RESOURCES CONSERVATION & DEV.													-	
Protected Areas/Caves & Wetlands Development													-	
I. Management of Protected Areas													-	
II. For Proclaimed and Legislated PAs													-	
1. Completion of Demarcation of Boundary of Legislated PAs	No. of interpretive signs installed		7	8	8	7	30	8	14	9		31	1	
	No. of CEPA materials developed/ produced and distributed/ disseminated (coffee table)		1	1	1	1	1	1	1	1	1	1	-	
	No. of IEC conducted (12 barangays)			3	3	3	9		9	3	3	15	6	
d. PAMB Meetings	minutes of meetings (no)		2	2	2	2	8	2	2	2	2	8	-	
	PAMB Resolutions approved (no.)		5	5	5	5	20	10	21	25	17	73	53	
d.2 PAMB TWG Meeting	Minutes of Meeting approved (no.)		2	2	2	2	8	2	2	2		6	(2)	
4. Protected Area Management Office (PAMO) Operationalization														
a. Hiring of Contracts of Service Personnel	PAMO Staff/JOs hired (no.)		1	1	1	1	1	1	1	1	1	1	-	
	Project Support staff hired (no.)		4	4	4	4	4	4	4	4	4	4	-	
	PA Ranger hired (no.)		6	6	6	6	6	6	6	6	6	6	-	
	PA Technical Staff		1	1	1	1	1	1	1	1	1	1	-	
	Driver		1	1	1	1	1	1	1	1	1	1	-	
b. Inventory of existing facilities	existing facilities inventoried (no)			2	2	2	8	2	2	2	2	2	(6)	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
1. Compliance Monitoring of tenure or permit holders (existing)	100 % tenure holders monitored in compliance to terms and conditions of the Agreement and forestry laws, rules and regulations		2	3	3	3	11	2	3	3	3	11	-	
a. CBFMA														
b. IFMA, SIFMA, FLGLA, FLAG, SLUP	100 % tenure holders monitored in compliance to terms and conditions of the Agreement and forestry laws, rules and regulations		5	7	7	4	23	5	7	7	4	23	-	
3. Performance Evaluation of CSCs OUTSIDE CBFMA (devolved CSCs) Including expired and expiring CSCs	CSC area evaluated with categorical recommendation and report submitted (no.)		54	120	120	80	374	55	121	128	81	385	11	
													-	
	<i>- Individual CSC holders performance assessed with summary report submitted by CENRO indicating respective rating and categorical recommendations (no.)</i>												-	
	<i>- CSC assessed with report submitted by C/PENRO indicating categorical recommendation (no.)</i>												-	
	<i>- Management action implemented based on the recommendation by the Team (no.) The regional office shall submit to FMB summary report of results of CS</i>												-	
	<i>indicating reasons for such and actions taken by the region on their indicating reasons for such and actions taken by the region on their recommendation</i>												-	
3.b Renewal of CSC	CSC renewed (no.)		20	30	30	20	100	20	30	30	20	100	-	
4. Performance Evaluation of Tenured Areas	100% of tenurial instruments targeted for PE evaluated with categorical recommendations and report submitted (no.)			2	2	1	5		2	2	1	5	-	
	<i>-extent of area covered by TI evaluated;</i>												-	
	<i>-extent of area evaluated Indicated in GIS maps prepared with geo-tagged photos</i>												-	
	<i>-Pertinent documents reviewed and evaluated;</i>												-	
	<i>-Performance Evaluation report with categorical recommendation endorsed to PENRO</i>												-	
	<i>-Performance Evaluation report reviewed/evaluated with categorical recommendation and endorsed to RO.</i>												-	
	<i>-Performance Evaluation report reviewed/evaluated with categorical recommendation and endorsed to CO.</i>												-	
6. Processing of cutting (STCP, and PLTP/SPLTP) harvesting permit (CBFM and ISF) and wood Processing Permits (WPP and CRLD)	100% of areas applied for cutting/ harvesting permits inspected validated with report submitted (no.)			4	5	3	12		16	1	8	25	13	
MENU 1													-	
Provision of full logistic and material support that are essential in forest law enforcement													-	
• Menu 1.1													-	
Procurement of Equipment and Gadgets:													-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
				12			12		18			18	6	
d. Geotagging Devices for LAWIN Patrollers (@ 12 teams)	Geotagging device procured (no.)			12			12		18			18	6	
e. Powerbanks	powerbanks procured (no.)			12			12		22			22	10	
• Menu 1.2 Maintenance of acquired equipment														
d. Maintenance of Multi-purpose four-wheeled vehicle	four wheeled vehicle maintained (no)			2			2		2			2		
MENU 2														
Construction/Improvement of Infrastructures														
• Menu 2.2														
Maintenance of Monitoring Station	Maintenance of Monitoring Station (no.)			2		2	2		2		2	2		
II. Implementation of Forest Protection Program														
Menu of Activities and strategies														
MENU 3														
Active Collaboration and Involvement of Forest Communities and other Stakeholders in Forest Protection and Law Enforcement undertakings														
Menu 3.1														
Activate/revitalize MFPCs, individual and group volunteers for deputation as DENROs	individual/group volunteers deputized (no.)			2		2	4		2		3	5	1	
**MFPC Revitalized, Group/DENRO deputized														
MENU 4														
Undertake capacity building to DENR field personnel and enhance their skills and competence or effective protection of forest and plantations for biodiversity conservations														
Menu 4.1														
4.1 Para-legal training to DENR personnel	trainings conducted with report submitted (no.)					1	1				1	1		
Menu 4.3														
Technical trainings for DENR personnel:	trainings conducted with report submitted (no.) personnel trained (no.)			1			1		1			1		
MENU 5														
Sustain a well-planned Information, Education and Communications campaign region-wide down to CENRO level														
• Menu 5.1														
Involvement of forest communities in forest protection works	meetings conducted with report submitted (no.)		1	1	1	1	4	1	3	1	1	6	2	
- Conduct of IEC														
- forest community dialogue														
- Surveillance							12							

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MENU 6														
Consistent apprehension, & mandatory administrative adjudication and confiscation of undocumented forest products and including conveyances and other implements														
• Menu 6.1														
Apprehension of undocumented forest products including NTFPs, vehicles, equipment and other implements thru proper channels	volume (bd.ft.) of apprehended undocumented forest products including NTFPs with incidence reports submitted to FMB			1,000		1,000	2,000		1,817.33		613	2,430.33	430	
	No. of vehicles, equipment and other implements apprehended thru channels with incidence reports submitted to OUFO cc FMB map (shp) of the location of apprehension submitted to OUFO cc FMB					2	2							(2) demand driven
• Menu 6.2														
Hauling of apprehended forest products and vehicles/implements to CENR Office or any nearest Government Office	volume (bd ft) of the apprehended forest products hauled to CENR Office or any nearest Government Office with incidence report submitted to OUFO cc FMB			1,000		1,000	2,000		1,817.33		613	2,430.33	430	
	No. of apprehended vehicles, equipment and other implements hauled thru proper channels with incidence reports submitted to OUFO cc FMB					2	2							(2) demand driven
• Menu 6.3														
Immediate administrative and adjudication proceedings apprehended forest products including conveyances, tools and implements	administrative adjudication proceedings report carried out within the prescription period (no.)			2		2	4		2		3	5	1	
• Menu 6.4														
Inventory or scaling of apprehended and/or seized undocumented forest products	forest products apprehended / confiscated inventoried (vol in bd ft)			500		500	1000		661.47		1,288	1,949.47	949	
MENU 7														
Provision of institutional support in investigation, filing of information and/or criminal complaints and prosecution of forestry cases														
• Menu 7.1														
Support to investigation, filing complaints and prosecution of criminal complaints	report endorsed to office of Usec for Field Operations cc FMB with action taken (no.)			1		1	2			2	1	3	1	
• Menu 7.2														
Hiring of Legal Officers	Legal officers hired (no.)		2	2	2	2	2	2	2	2	2	2	-	
MENU 8														
Effective Forest Fire, Pest and Disease Management Measures														
Menu 8.2														
Fireline establishment (to include NGP graduated project)	Fireline established (ha.)			40			40		40			40	-	
<i>(with Geo-tagged pictures of sites and GIS generated maps)</i>														

P / A / P Code	Performance Indicators	UACS CODE	FY 2024 Physical Targets					FY 2024 Physical Accomplishments					VARIANCE	Remarks
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(4+5+6+7)	(8)	(9)	(10)	(11)	(8+9+10+11)	(12)	(13)
	WEO mobilized with monthly report (no.)		1	3	3	3	10	1	3	3	3	10	-	

Prepared by:


ANNALYN M. ESCOTE
 FOR. II / Actg. PO

Reviewed by:

on leave
AL FAHD NAIF L. MAPANDI
 Chief, PMS

Approved by:


RAJZAK B. SINARIMBO, JD, MPA, MAPDS
 PENR Officer