

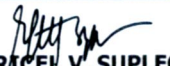
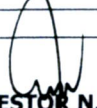
**B. Individual Performance Commitment and Review Form**

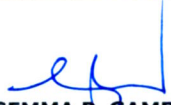
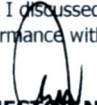

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, MYLA GEMMA P. GAMBOA, of DENR PENRO Calapan City, Oriental Mindoro, Division of Management Services Division/ General Services Unit to 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 2021.

  
MYLA GEMMA P. GAMBOA  
Ratee

Date:

Reviewed by:		Date	Approved by:		Date		
 MARICEL V. SUPLEO Chief, Administrative and Finance Section			 NESTOR N. CUASAY In-charge, Management Services Division				
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICE</b>							
Implementation of Good Governance conditions	One (1) Statement of Assets, Liabilities and Networth (SALN) prepared and submitted to In-charge, Personnel Unit on February 28, 2021	One (1) Statement of Assets, Liabilities and Networth (SALN) prepared and submitted to In-charge, Personnel Unit on January 5, 2021		4.50	5.00	4.750	
	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Section on prescribed period	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Section on April 12, 2021		4.00	5.00	4.500	
Field validation/inspection of Property, Plant and Equipment	One (1) Inventory of PPE conducted with report submitted to (PENRO and 2 CENROs) with 100% accuracy with report submitted by December 2021	One (1) Inventory of PPE conducted with report submitted to (PENRO and 2 CENROs) with 100% accuracy with report submitted on January 22, 2021		5.00	5.00	5.000	
Sustained Compliance with Audit Findings	30% of prior year's audit recommendation fully implemented as shown in COA CAAR Status of Implementation of Prior Year's recommendation (Part III) by the end of September 2021.						To be rated on 2nd Semester
	50% of Current Year's Audit Observation and recommendation fully implemented as shown in CAAR Observation & Recommendations (Part II) by end of September 2021.						To be rated on 2nd Semester
RPCPPE	One (1) Report on Physical Count of Property, Plan and Equipment submitted to In-charge, MSD before the end of January 2021	One (1) RPCPPE submitted to In-charge, MSD on January 7, 2021		5.00	5.00	5.000	
Training reports/HR Intervention indorsed/forwarded to Regional office	100% Training reports indorsed/HR intervention forwarded to Regional Office before the end of December 30, 2021.						To be rated on 2nd Semester
Attendance to Meetings/Workshops/Seminars	100% of after Meeting report consolidated and submitted to In-charge, MSD within 5 days upon receipt.	100% of after Meeting report consolidated and submitted to In-charge, MSD within 3 days upon receipt.		4.50	4.00	4.250	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Actions on Documents/ Requests	100% of referred documents acted upon with partial/minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt	100% of referred documents acted upon with partial/minor revision need within 5 working days for simple documents upon receipt		4.00	4.00	4.000	
<b>Total Overall Rating</b>			<b>0.000</b>	<b>27.000</b>	<b>28.000</b>	<b>27.500</b>	
<b>Final Average Rating</b>			<b>0.000</b>	<b>4.500</b>	<b>4.667</b>	<b>4.583</b>	
<b>Adjectival Rating</b>			<b>VERY SATISFACTORY</b>				
<b>Comments and Recommendations for Development Purposes</b> <i>Always cordial and willing to help co-employees, energetic and displays positive behavior. Needs trainings necessary to her job. Recommended for promotion.</i>							
<b>Discussed with</b>	<b>Date</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Rating by:</b>		<b>Date</b>	
 <b>MYLA GEMMA P. GAMBOA</b> FTII/HRD/In-charge, GSU	8/19/2021	I certify that I discussed my assessment of the performance with the employee.  <b>NESTOR N. CUASAY</b> In-charge, Mgt. Services Division	8/23/2021	 <b>MARY JUNE F. MAYPA</b> PRR Officer		08/23/2021	



Name: MYLA GEMMA P. GAMBOA				Section: Administrative Section				
Position: Forest Technician II/In-Charge, GSS/HR				Division: Management Services Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 2021								
A. TARGET-RELATED	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO#)	Type of Document/Activity (indicate date and time the document received)	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
			January 4-8, 2021	Socorro Roxas	Reconciliation of PPE	Property, Plant and Equipment Reconciliation	reconciled PPE with the CENROs	5 days
	HR Intervention		January 11-13, 2021	Socorro Roxas PENRO	HR Intervention	follow-up submission of Training Report	indorsed Training Reports of the CENROs to Regional Office	3 days
			January 18-22, 2021	Socorro Roxas	documentation of PPE	inspection and documentation of PPEs booked at Regl. Office	Report of the status of PPE booked at the Regl Office suubmitted	5 days
			January 25-29	Socorro Roxas	premium appli-cation	consolidation of vehicles for registration	documents for the insurance/premium applica-tion prepared	5 days
		Indorse-ment of Memos			encode and indorse Memos to Regl Office	Memos indorsed to Regional Office and CENROs	Memorandum forwarded to Regional Office and CENROs	daily
			BAC Minutes	BAC Minutes		prepare and submit Minutes of the BAC meetings (all BAC proceedings)	prepared and submitted BAC meetings Minutes of all BAC proceedings	5 days
Signature of the employee Date Accomplished				Verified by the Immediate supervisor : NESTOR N. CUASAY DMO IV/Chief, MSD				
Name: MYLA GEMMA P. GAMBOA				Section: Administrative Section				
Position: Forest Technician II/In-Charge, GSS/HR				Division: Management Services Division				

Name: <b>MYLA GEMMA P. GAMBOA</b>	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management Services Division

**MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021**

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			BAC Minutes		BAC Minutes	prepare and submit Minutes of the BAC meetings (all BAC proceedings)	prepared and submitted BAC meetings Minutes of all BAC proceedings	5 days
			Memo-randa		Memoranda and Special Orders	Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			Training Reports		reports	indorsement of Trainings attended by employees	prepared 11 indorsement of the submitted Training reports of employees	5 days
			Report on Bldg Maint		Memorandum prepared	Memorandum on the building repair and maintenance	Prepared report and and Indorsement on the repair and maintenance of Office Buildings	1 day
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			PAR Report		Property Acknow- legdgementReceipt	PAR report prepared and signed and forwarded to R.O.	PAR report prepared and indorsed to Regional Office	1 day
	HR Intervention		Docu- mentation		Report Preparation	Training report consolidation	Training report of PENRO and CENROs forwarded to Regional office	5 days
		Preparation SALN			SALN preparation and submission	SALN preparation and submission	Prepared and submitted SALN to MSD	1 day

Signature of the employee  
Date Accomplished

MYLA GEMMA P. GAMBOA

Verified by the Immediate supervisor :

NESTOR N. CUASAY  
DMO IV/Chief, MSD




Name: <b>MYLA GEMMA P. GAMBOA</b>	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management Services Division

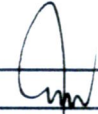
**MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 2021**

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memo-randa		Memoranda and Special Orders	Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			Training Reports		reports	indorsement of Trainings attended by employees	prepared 5 indorsement of the submitted Training reports of employees	5 days
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			March 11-12, 2021		GAD Learning Event Webinar	attend webinar on GAD	attended webinar on GAD	2 days
		BAC Minutes			BAC Minutes prepared	BAC minutes documentation	Prepared BAC Minutes	1 day

Signature of the employee  
Date Accomplished

  
 MYLA GEMMA P. GAMBOA

Verified by the Immediate supervisor :

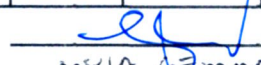
  
 NESTOR N. CUASAY  
 DMO IV/Chief, MSD

Name: <b>MYLA GEMMA P. GAMBOA</b>	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management Services Division

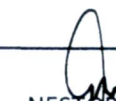
**MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 2021**

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memo-randa		Memoranda and Special Orders	Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			Training Reports		reports	indorsement of Trainings attended by employees	prepared 3 indorsement of the submitted Training reports of employees	5 days
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			Training webinar	RSO 255-21	Webinar on Internal Audit Engagement	Webinar on Internal Audit Engagement	Attended the webinar on Internal Audit Engagement	1 day
			BAC docu ments		Minutes, Post qualifications and Notices	preparation of Minutes, Post Qualification Report and Notices to end-users and observers	Prepared Minutes, Post Qualification Report and Notices to end-users and observers	5 days

Signature of the employee  
Date Accomplished

  
MYLA GEMMA P. GAMBOA

Verified by the Immediate supervisor :

  
NESTOR N. CUASAY  
DMO IV/Chief, MSD

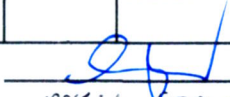


Name: <b>MYLA GEMMA P. GAMBOA</b>	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management Services Division

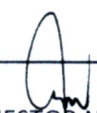
**MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 2021**

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memo-randa		Memoranda and Special Orders	Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			Training Reports		reports	indorsement of Trainings attended by employees	prepared 3 indorsement of the submitted Training reports of employees	5 days
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
				Travel	Coordination re: submission of ITR	Coordination with CENROs re: submission of Individual Training Report	Coordinated with CENROs re: submission of individual training report.	3 days
			BAC docu-ments		Minutes, Post qualifications and Notices	preparation of Minutes, Post Qualification Report and Notices to end-users and observers	Prepared Minutes, Post Qualification Report and Notices to end-users and observers	5 days
				Travel	submission of report	submission of report and get supplies of Enforcement	Submitted report and deliveries of supplies for the Enforcement Unit with corresponding Inventory Custodian Slip duly signed	3 days

Signature of the employee  
Date Accomplished

  
MYLA GEMMA P. GAMBOA

Verified by the Immediate supervisor :

  
NESTOR N. CUASAY  
DMO IV/Chief, MSD

Name: <b>MYLA GEMMA P. GAMBOA</b>	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management Services Division

**MONTHLY ACCOMPLISHMENT MONITORING FORM for: June 2021**

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO# )</small>	Type of Document/Activity <small>(Indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memo-randa		Memoranda and Special Orders	Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			Training Reports		reports	indorsement of Trainings attended by employees	prepared 3 indorsement of the submitted Training reports of employees	5 days
			Memo-randa		Memoranda and Special Orders	Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
				Travel	processing of document for disposal	to process documents on the disposal of unserviceable equipments of CENRO-Roxas	processed documents needed for the disposal of equipments at CENRO-Roxas	3 days
				Travel	attendance to the meeting	attend meeting at 2 CENROs	attended the meeting at the 2 CENROs	2 days
				Travel	inventory of PPE	conduct of inventory of PPE	Conducted inventory of PPE at CENRO-Socorro	2 days
				Travel	inventory of PPE	conduct of inventory of PPE	Conducted inventory of PPE at CENRO-Roxas and CENRO-Roxas	2 days

Signature of the employee  
Date Accomplished

MYLA GEMMA P. GAMBOA

Verified by the Immediate supervisor :

NESTOR N. CUASAY  
DMO IV/Chief, MSD