

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

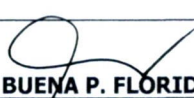

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, Cedrick M. Masongsong, of DENR PENRO Calapan City, Oriental Mindoro, Division of Administrative Section 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.

**CEDRICK M. MASONGSONG**


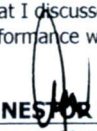

Ratee

Date: **April 23, 2021**

Reviewed by:		Date	Approved by:		Date		
 <b>BUENA P. FLORIDA</b> Immediate Supervisor			 <b>NESTOR N. CUASAY</b> In-charge, Mgt. 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, Administrative Section on February 28, 2021	One (1) Statement of Assets, Liabilities and Networth (SALN) prepared and submitted to In-charge, Administrative Section on January 4, 2021		4.50	5.00	4.750	
	100% of SALN of CENRO Socorro personnel reviewed and submitted to In-charge, Management Services Division	100% of SALN of CENRO Socorro personnel reviewed and submitted to In-charge, Management Services Division on January 12, 2021		5.00	5.00	5.000	
	100% Notice of Salary Adjustment (NOSA) of all personnel prepared and submitted to In-charge, Administrative Section on prescribed period	100% Notice of Salary Adjustment (NOSA) of all personnel prepared and submitted to In-charge, Administrative Section on February 1, 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 23, 2021		4.00	5.00	4.500	
	100% of IPCRs (Commitment) of CENRO Socorro personnel reviewed and submitted to In-charge, Management Services Division on prescribed period	100% of IPCRs (Commitment) of CENRO Socorro personnel reviewed and submitted to In-charge, Management Services Division on April 14, 2021		4.00	5.00	4.500	
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 7 working days for simple documents		4.50	3.00	3.750	
<b>Total Overall Rating</b>			<b>0.000</b>	<b>26.500</b>	<b>28.000</b>	<b>27.250</b>	
<b>Final Average Rating</b>			<b>0.000</b>	<b>4.417</b>	<b>4.667</b>	<b>4.542</b>	
<b>Adjectival Rating</b>			<b>VERY SATISFACTORY</b>				

**Comments and Recommendations for Development Purposes**

*Very responsible in performing his job. Look for ways to streamline procedures to improve efficiency in delivering his duties. Good teamwork necessary to his job. Recommended for promotion.*

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 <b>CEDRICK M. MASONGSONG</b> Administrative Aide VI	8/16/2021	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> PENR Officer	8/23/2021



Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 2021								
A. TARGET-RELATED ACTIVITIES	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/activity)	Time Consumed
	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		
	✓	✓	✓		Individual SALN	Preparation and submission of Statement of Assets, Liabilities and Networth (SALN) as of December 31, 2020 to In-charge, Administrative Section	Prepared and submitted one (1) Statement of Assets, Liabilities and Networth (SALN) to In-charge, Administrative Section on January 4, 2021.	1 day
	✓	✓	✓		SALN of CENRO Socorro	Review and submission of SALN of CENRO Socorro personnel to In-charge, Management Services Division	100% of SALN of CENRO Socorro personnel reviewed and submitted to In-charge, Management Services Division on January 12, 2021	3 days
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-006 (January 19-21, 2021)	Meeting and Coordination	To assist in the conduct of cascading of FY 2021 Work and Financial Plan (WFP) of DENR Oriental Mindoro as per approved GAA. This activity will be conducted on January 19 to 20, 2021 at CENRO Socorro and CENRO Roxas respectively. To coordinate with the designated CENRO Administrative Officers regarding the submission of Personal Data Sheet (PDS) for CY-2021.	Assisted in the conduct of cascading of FY 2021 Work and Financial Plan (WFP) of DENR Oriental Mindoro as per approved GAA. This activity will be conducted on January 19 to 20, 2021 at CENRO Socorro and CENRO Roxas respectively. Coordinated with the designated CENRO Administrative Officers regarding the submission of Personal Data Sheet (PDS) for CY-2021.	3 days
				Travel Order No. 2021-019 (January 26-27, 2021)	Meeting and Coordination, and Contracts	To assist the In-charge, MSD to conduct meeting regarding administrative matters. And to follow-up the contracts of RLTA and Extension Officers of CENRO Roxas, Oriental Mindoro.	Assisted the In-charge, MSD to conduct meeting regarding administrative matters. Coordinated with Chief, RPS and In-charge, Admin Unit regarding the contracts of RLTA and Extension Officers of CENRO Roxas, Oriental Mindoro.	2 days
	✓	✓			NOSI	Preparation and submission of Notice of Step Increment of some personnel to the HRMO II	Prepared and submitted 15 Notice of Step Increment of some personnel to the HRMO II for review and initial	2 hours
			✓		SALN	Consolidation of SALN from 3 offices and preparation of endorsement and list for submission to Regional Office. Producing scanned copy of SALN of all personnel of the province for database purposes.	Consolidated the SALN of all personnel and submitted to Regional Office thru JRS on January 13, 2021. And 100% SALN of DENR PENRO Oriental Mindoro personnel scanned for database purposes	3 days
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour

	Type		Nature		Details of the Activity			Time Consumed
	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)	
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		Agency Control Checklist for CY 2020	Assist in the preparation and compliance to submit Agency Control Checklist for CY 2020 of DENR-PENRO Oriental Mindoro to Commission on Audit	Prepared and encoded the Agency Control Checklist for CY 2020 of DENR-PENRO Oriental Mindoro including all supporting documents and submitted to the In-charge, Admin and Finance Section.	3 days
			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee: CEDRICK M. MASONGSONG

Date Accomplished: February 3, 2021

Verified by the Immediate Supervisor:

BUENA P. FLORIDA  
Administrative Officer IV (HRMO II)



Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
		✓	✓		NOSA	Preparation and submission Notice of Salary Adjustment (NOSA) of all personnel to HRMO II	Prepared and submitted Notice of Salary Adjustment (NOSA) of all personnel to HRMO II for review and initial. And scanned for database purposes.	3 days
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-081 (February 23-24, 2021)	Manual Posting and Meeting	To assist in the conduct of manual posting of Public Notice for NGP Establishment "Bamboo". To assist in the conduct of meeting with CENRO designated Administrative Officer of CENRO Roxas regarding admin /personnel matter.	Assisted in the conduct of manual posting of Public Notice for NGP Establishment "Bamboo" and meeting with In-charge, Admin Unit, Marites B. Landicho regarding admin /personnel matter.	2 days
			✓		Leave Certification and Leave Card	Prepared and submission of leave certification and leave card of retirees	Prepared/Encoded certificate of leave credits and leave card of retirees and forwarded the accomplished to the Personnel Section of Regional Office	5 days
			✓		Travel Plan	Consolidation and submission of Travel Plan for the 1st quarter of 2021	Encoded and consolidated the Travel Plan of PENR Office, CENRO Socorro and CENRO Roxas and forwarded to Regional Officer for approval	2 days
	✓	✓	✓		NOSI	Preparation and submission of Notice of Step Increment of some personnel to the HRMO II	Prepared and submitted 2 Notice of Step Increment of some personnel to the HRMO II for review and initial	20 mins
	✓	✓	✓		Individual IPCR	Preparation and submission of Individual Performance and Commitment Review (Rated) for July to December 2020	Submitted my accomplished IPCR for July to December 2020 to the HRMO II for review and signature	1 day
			✓		Individual PDS 2021	Preparation and submission of Personal Data Sheet (PDS) for CY-2021	Submitted a fully accomplished PDS for CY-2021 to In-charge, MSD for signature	2 hours
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour



	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
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee: CEDRICK M. MASONGBONG

Date Accomplished: March 1, 2021

Verified by the Immediate Supervisor:

BUENA P. FLORIDA


Administrative Officer IV (HRMO II)



Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/activity)	Time Consumed
	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		
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-466 (March 17-19, 2021)	IPCR (Commitment), 2nd Quarter Travel Plan and meeting	To coordinate with CENRO Administrative Officers regarding the submission of IPCR (Commitment) for CY 2021 and Travel Plan for the 2nd Quarter of CY- 2021. To conduct meeting regarding administrative matters. And to bring official documents.	Coordinated with CENRO Administrative Officers regarding the submission of IPCR (Commitment) for CY 2021 and Travel Plan for the 2nd Quarter of CY- 2021. Conducted meeting regarding administrative matters. And to Transmitted official documents.	3 days
			✓		Leave Certification and Leave Card	Prepared and submission of leave certification and leave card of retirees	Prepared/Encoded certificate of leave credits and leave card of retirees and forwarded the accomplished to the Personnel Section of Regional Office	3 days
			✓		Rated IPCR	Consolidation and submission of all Rated IPCR for July to December 2020 of all personnel	Consolidated all submitted IPCR, and scanned and submitted to Chief, Personnel Section of Regional Office thru email.	3 days
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competetive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

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**SKELETAL WORKFORCE (MARCH 29-31, 2021)**

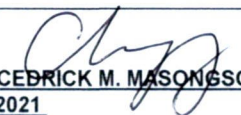
Signature of the Employee:  CEDRICK M. MASONGSONG  
Date Accomplished: April 5, 2021

Verified by the Immediate Supervisor:

  
BUENA P. FLORIDA  
Administrative Officer IV (HRMO II)



Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit				
Position: Administrative Aide VI					Division: Management Services Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 2021									
A. TARGET- RELATED ACTIVITIES	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)					
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.		Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Webinar	Regional Special Order 309 Series of 2021: "Authorizing the conduct of 3rd and 4th Batches of Environmental and Natural Resources (ENR) Frontline Course"		Participated in the conduct of webinar on Environmental and Natural Resources (ENR) Frontline Course on April 26-30, 2021 and submitted Individual Learning Report to Regional HRDS	6 days
			✓		IPCR for January to June 2020	Scanning of returned IPCR for January to June 2020 of all personnel		Scanned all returned IPCR for January to June 2020 and forwarded to Personnel Section, Regional Office thru email	3 days
			✓		Travel Plan	Consolidation and submission of Travel Plan for the 2nd quarter of 2021		Encoded and consolidated the Travel Plan of PENR Office, CENRO Socorro and CENRO Roxas and forwarded to Regional Officer for approval	2 days
			✓		Email	Any email receive for action and/or for information		Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record		Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities		Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities		Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts		Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC		Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs
SKELETAL WORKFORCE (April 5-23, 2021)									

Signature of the Employee:  CEDRICK M. MASONGSONG  
Date Accomplished: May 3, 2021

Verified by the Immediate Supervisor:

 BUENA P. FLORIDA  
Administrative Officer IV (HRMO II)



Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
				✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-1456 (May 6-7, 2021)	Health Monitoring Status; Meeting	To coordinate with CENRO Administrative Officers regarding the health status of personnel. To conduct meeting regarding administrative/personnel matters. And to bring official documents.	Coordinated with CENRO Administrative Officers regarding the health status of personnel. Conducted meeting regarding administrative/personnel matters. And to bring official documents.	2 days
				Travel Order No. 2021-1926 (May 19-21, 2021)	Meeting	To assist in the coordination with the CENR Officer and Section Chiefs regarding Cash Utilization and various payables for the month of May 2021. To assist in the coordination with the Municipal Mayors of Bansud and Bulalacao regarding prior and current year's audit observations. To conduct meeting regarding administrative matters and to bring official documents.	Assisted in the coordination with the CENR Officer and Section Chiefs regarding Cash Utilization and various payables for the month of May 2021. Assisted in the coordination with the Municipal Mayors of Bansud and Bulalacao regarding prior and current year's audit observations. Conducted meeting regarding administrative matters and to bring official documents.	3 days
			✓		Employment Applications	Safekeeping of all applications received until May 24, 2021	Consolidated all applications received physically and thru email	3 days
			✓		Online Meeting	Orientation on Select ORAOHRA (Omnibus Rules on Appointment and Other Human Resource Actions) and Merit Selection and Promotion Plan Provisions	Participated in the conduct of online meeting with Regional HRMPSB regarding the Orientation on Select ORAOHRA (Omnibus Rules on Appointment and Other Human Resource Actions) and Merit Selection and Promotion Plan Provisions	1 day
			✓		Notification to next-in-rank	Preparation and sending out of notification to all next-in-rank employees	Prepared and sent notification to all next-in-rank employees	3 days
			✓		General List of Applicants	Preparation of General List of Applicants	Prepared General List of Applicants	2 days
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour

	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/activity)	Time Consumed
	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		
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee: CEDRICK M. MASONGSONG

Date Accomplished: June 1, 2021

Verified by the Immediate Supervisor:

BUENA P. FLORIDA

Administrative Officer IV (HRMO II)



Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: June 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)		Subject/ Activity/ Event		
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-2221 (June 10-11, 2021)	Meeting and Coordination	To coordinate with CENRO Administrative Officer regarding the health status of Personnel. To conduct meeting regarding some administrative/personnel matters. And to bring official documents.	Coordinated with CENRO Administrative Officer regarding the health status of Personnel. Conducted meeting regarding some administrative/personnel matters. And transmitted official documents.	2 days
				Travel Order No. 2021-2222 (June 14-16, 2021)	Meeting and Coordination	To coordinate with the In-charge, Administrative Unit of CENROs regarding updates on the filling-up of vacant positions in the province. To coordinate with the LGUs within the jurisdiction of CENRO Roxas regarding prior Years' Audit Observations. To assist in the conduct of meeting regarding some administrative/personnel matters. And to bring official documents.	Coordinated with the In-charge, Administrative Unit of CENROs regarding updates on the filling-up of vacant positions in the province. Coordinated with the LGUs within the jurisdiction of CENRO Roxas regarding prior Years' Audit Observations. Assisted in the conduct of meeting regarding some administrative/personnel matters. And transmitted official documents.	3 days
				OB (June 23-25, 2021)	Meeting and Coordination	To coordinate with CENRO Administrative Officers regarding the schedule of the pre-screening of applicants. And conduct a meeting with the members of the Provincial Human Resource Merit Promotion and Selection Board	Coordinated with CENRO Administrative Officers regarding the schedule of the pre-screening of applicants. Conducted a meeting with the members of the Provincial Human Resource Merit Promotion and Selection Board	3 days
			✓		Candidate Evaluation Sheet	Preparation the Candidate Evaluation Sheet of all applicants for the Pre-Screening	Encoded and prepared the 115 Candidate Evaluation Sheet of all applicants and submitted to HRMO II for review	3 weeks
	✓		✓		PENR Office SECSIME	Submission of PENRO SECSIME 2021 to Admin Section	Prepared SECSIME 2021 of PENR Office to In-charge, Admin Section for review	2 days
	✓		✓		SECSIME 2021	Consolidation and submission of SECSIME 2021 of PENR Office, CENRO Socorro and CENRO Roxas to Regional Office	Consolidated the submitted SECSIME 2021 of the 3 offices and submitted to the Chief, Admin Division of Regional Office thru email	1 day
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour



	Type		Nature		Details of the Activity			Time Consumed
	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)	
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee:  **CEDRICK M. MASONGSONG**

Date Accomplished: July 1, 2021

Verified by the Immediate Supervisor:

 **BUENA P. FLORIDA**

Administrative Officer IV (HRMO II)