

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM




I, **PETERSON F. FABELLON**, of the **DENR-PENRO, SUQUI, CALAPAN CITY, ORIENTAL MINDORO, REGULATION AND PERMITTING SECTION**, 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**.

Ratee: **PETERSON F. FABELLON**

Date: _____

Reviewed by: <i>marawalla- umali</i>	Date: _____	Approved by: <i>Eguman P. Cf</i>	Date: _____
MARIA ALVA RENELYN A. CULLA-UMALI		ESHERANZA P. CORTEZ	
LMO II / Chief RPS		In-Charge, Technical Services Division	

Output	Success Indicators (targets + measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services							
Actions on Documents /Requests	100% of documents acted, 7 working days for simple documents and 15 working days for complex documents, upon receipt	100% of documents acted, 2 working days for simple documents and 7 working days for complex documents, upon receipt		4.0	4.5	4.25	-Water Permit Application -Tree Cutting Permit application -Wood Processing Permit application -Lumber Dealer Permit Application
Implementation of Good Governance conditions	100% submission of SALN to DENR Personnel unit within the prescribed period One (1) IPCR commitment submitted to Chief RPS based on the approved DPCR, within the prescribed period	100% submission of SALN to DENR Personnel unit on January 6, 2021 One (1) IPCR commitment submitted to Chief RPS based on the approved DPCR, on February 1, 2021		5.0	5.0	5.0	
				4.0	5.0	4.5	
Other Cross-cutting indicator	100% of external clients survey within the standard set in the citizen's charter	100% of external clients surveyed within the standard set in the citizen's charter		4.0	4.0	4.0	Officer of the Day every Tuesday
Total Overall Rating				17.0	18.5	17.75	
Final Average Rating				4.25	4.625	4.4375	
ADJECTIVAL RATING							
Comments and Recommendations for Development Purposes <i>He submits all assigned work accurately and on time. and an excellent employee and understand his work thoroughly. Recommended for promotion.</i>							

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 PETERSON F. FABELLON LMO II	8/18/2021	I certify that I discussed my assessment of the performance with the employee  ESPERANZA P. CORTEZ In-Charge, Technical Services Division	8/18/2021	 MARY JUNE F. MAYPA PENR Officer	8/23/2021

Name: PETERSON F. FABELLON	Section: Regulation and Permitting Section
Position: Land Management Officer II	Division: Technical Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: JANUARY 2021

	Type		Nature		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
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
A. TARGET- RELATED ACTIVITIES	✓		✓		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO	daily
	✓		✓		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			✓		local wildlife transport permit	Review and evaluation of Local Wildlife Transport Permit	Reviewed and evaluated Local Wildlife Transport Permit application forwarded by the two CENROs	30 minutes per application
			✓		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			✓		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			✓		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
			✓		IPCR	Preparation of rated IPCR (July to December 2020)	Prepared rated IPCR (July to December 2020) and submitted to the Amin Section	2 hrs
			✓		SALN	SALN as of December 31, 2020	Submitted updated SALN as of December 31, 2020 submitted to Personnel Section- Administrative Division	2 hours
				T.O. No. 054-21	fieldworks	Assistance to the conduct of meeting re: RLTA & other land matters	Assisted the Chief RPS in the conduct of meeting re: RLTA, Mapili Case and Public land applications	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		attendance	Attendance to queries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	15mins per client
			✓		PDS	Updating of the Personal Data Sheet (PDS)	Submitted updated the Personal Data Sheet (PDS) and submitted to Management Services Division	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		officer of the day	Act as Officer of the Day	Acted as Officer of the Day every Tuesday	once a week

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI

Name: PETERSON F. FABELLON	Section: Regulation and Permitting Section
Position: Land Management Officer II	Division: Technical Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: FEBRUARY 2021

	Type		Nature		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
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
A. TARGET- RELATED ACTIVITIES	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO	daily
	√		√		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			√		local wildlife transport permit	Review and evaluation of Local Wildlife Transport Permit	Reviewed and evaluated Local Wildlife Transport Permit application forwarded by the two CENROs	30 minutes per application
			√		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			√		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			√		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		attendance	Attendance to queries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	15mins per client
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		officer of the day	Act as Officer of the Day (Tuesday)	Acted as Officer of the Day every Tuesday	once a week

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI

Name: PETERSON F. FABELLON	Section: Regulation and Permitting Section
Position: Land Management Officer II	Division: Technical Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: MARCH 2021

	Type		Nature		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
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
A. TARGET- RELATED ACTIVITIES	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO	daily
	√		√		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			√		local wildlife transport permit	Review and evaluation of Local Wildlife Transport Permit	Reviewed and evaluated Local Wildlife Transport Permit application forwarded by the two CENROs	30 minutes per application
			√		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			√		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			√		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
				T.O. 2021-0105	fieldworks	Coordination /facilitate focus group discussion with PARCCOM representatives	Assisted / coordinated and facilitated in the conduct of focus group discussion with the PARCCOM representatives and RPS Staff of CENRO Roxas	1 day
				T.O. No. 2021-0182	fieldworks	Attendance to Committee Hearing in the SB San Teodoro for the accreditation to DOT of business owner in San Teodoro, Oriental Mindoro	Attended Committee Hearing in the SB San Teodoro for the accreditation to DOT of business owner in San Teodoro, Oriental Mindoro	3 hrs
				T.O. No. 2021-0182	fieldworks	Attendance to Committee Hearing in the SB Baco re: issues on Kambal Bato Resort	Attended to Committee Hearing in the SB Baco re: issues on Kambal Bato Resort	3 hrs
			√		attendance	Attendance to queries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	15mins per client
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√					
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		officer of the day	Act as Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI

Name: PETERSON F. FABELLON	Section: Regulation and Permitting Section
Position: Land Management Officer II	Division: Technical Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: APRIL 2021

	Type		Nature		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
	PBB related	Other regular targets based on WFP	Office Work	Field Work (Indicate TO #)				
A. TARGET- RELATED ACTIVITIES	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO	daily
	√		√		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			√		local wildlife transport permit	Review and evaluation of Local Wildlife Transport Permit	Reviewed and evaluated Local Wildlife Transport Permit application forwarded by the two CENROs	30 minutes per application
			√		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			√		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			√		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		attendance	Attendance to queries of walk-in clients re: land matters and permit applications	Attended to queries of walk-in clients re: land matters and permit applications	15-30 min per client
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		officer of the day	Act as Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI

Name: PETERSON F. FABELLON	Section: Regulation and Permitting Section
Position: Land Management Officer II	Division: Technical Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: MAY 2021

	Type		Nature		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
	PBB related	Other regular targets based on WFP	Office Work	Field Work (Indicate TO #)				
A. TARGET- RELATED ACTIVITIES	✓		✓		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO	daily
	✓		✓		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			✓		local wildlife transport permit	Review and evaluation of Local Wildlife Transport Permit	Reviewed and evaluated Local Wildlife Transport Permit application forwarded by the two CENROs	30 minutes per application
			✓		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			✓		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			✓		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
				T.O. No. 2021-1452	fieldwork	Assistance in the conduct of ground validation in Maruyruy creek re: alleged illegal quarrying of Mr. Richard Inciong	Assisted in the conduct of ground validation in Maruyruy creek re: alleged illegal quarrying of Mr. Richard Inciong	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		attendance	Attendance to queries of walk-in clients re: land matters and permit applications	Attended to queries of walk-in clients re: land matters and permit applications	15mins per client
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		officer of the day	Act as Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI

Name: PETERSON F. FABELLON					Section: Regulation and Permitting Section			
Position: Land Management Officer II					Division: Technical 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)	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 #)				
	✓		✓		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO	daily
	✓		✓		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			✓		local wildlife transport permit	Review and evaluation of Local Wildlife Transport Permit	Reviewed and evaluated Local Wildlife Transport Permit application forwarded by the two CENROs	30 minutes per application
			✓		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			✓		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			✓		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
				T.O. No. 2021-2214	fieldwork	Conduct research re: alleged overlapping of the landholdings issued by DAR & DENR Barangay San Rafael, Happy Valley, and Odiong, Roxas, Oriental Mindoro	Conducted research re: alleged overlapping of the landholdings issued by DAR & DENR Barangay San Rafael, Happy Valley, and Odiong, Roxas, Oriental Mindoro	1 day
				T.O. No. 2021-2214	fieldwork	Coordination with CENRO Roxas relative to letter of Atty. Engelberto Farol dated April 27, 2021	Coordinated with CENRO Roxas relative to letter of Atty. Engelberto Farol dated April 27, 2021	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					tree planting activity	Participation in the tree planting activity	Participated in the tree planting activity at Bukal, Bongabong in celebration of Arbo day	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					officer of the day	Act as Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week

Signature of the Employee:

P. Fabellon

Date Accomplished:

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI

Maria Alva Renelyn A. Culla-Umali