





INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, RHADJIE A. HULLEZA, of the DENR- PENRO, Oriental Mindoro, Division of 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

RHADJIE A. HULLEZA
Ratee

Date

Reviewed by:	Date:	Approved by:	Date:				
<i>Maria Alva Renelyn A. Culla-Umali</i> MARIA ALVA RENELYN A. CULLA-UMALI LMO II / Chief, RPS		<i>Esperanza P. Cortez</i> ESPERANZA P. CORTEZ In-Charge, Technical Services Division					
				 <p>5.0 - Outstanding 4.0 - 4.99 - Very Satisfactory 3.0 - 3.99 - Satisfactory 2.0 - 2.99 - Unsatisfactory 1.0 - 1.99 - Poor</p>			
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
SUPPORT TO OPERATIONS							
General Administration and Support Service							
1. Action on Documents/Request	100% of documents acted upon seven (7) counting days for simple documents and 15 working days for complex documents	100% of documents acted upon two (2) working days for simple documents and 10 working days for complex documents with 100 % accuracy		4.5	3	3.75	
2. Implementation of Good Governance Condition	100% submission of SALN to DENR Personnel Unit on the prescribed period	100% submission of SALN to DENR Personnel Unit on January 15, 2021		5	5	5	
	One (1) IPCR commitment based on the approved DPCR submitted to the Personnel Unit on prescribed period	One (1) IPCR commitment based on the approved DPCR submitted to the Chief, RPS on April 14, 2021		4.5	5	4.75	
	Two (2) rated IPCR submitted to Personnel Unit on prescribed period (Jan.- June 2020 and July - Dec. 2020)	One (1) rated IPCR (July-December 2020) submitted to Chief, RPS on January 15, 2021		5	3	4	

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Natural Resources Conservation and Development Program							
3. Land Survey, Disposition and Records Management	<p>100 % Free Patent Title encoded / recorded by Municipality by end of December 2021 w/ 100 % accuracy (5 mins. Per / carpeta)</p> <p>100 % monthly accomplishment reports on Free Patents Issuance on RA 10023 reported to the PENRO Planning every 25th-day of the month with 100 % accuracy</p> <p>100 % of RA 10023 (Free Patent) numbered and transmitted to the Register of Deeds 3 Days upon receipt with 100 % accuracy</p>	<p>100% Free Patent Title encoded / recorded by Municipality by end of June 2021w/ 100 % accuracy (2 mins. Per / carpeta) 64 Residential and 47 Agricultural</p> <p>100 % monthly accomplishment reports on Free Patents Issuance on RA 10023 reported to the PENRO Planning every 20th day of the month with 100 % accuracy</p> <p>100% of RA 10023 (Residential Free Patent) numbered and transmitted to the Register of Deeds one (1) day upon receipt with 100 % accuracy</p>		4.5	5	4.75	
				5	4	4.5	
				4.5	5	4.75	
Other Cross-cutting indicator	100% of external clients survey with in the standard set in the citizens charter	100% of external clients survey with in the standard set in the citizens charter					2nd semester
Average Rating:							
CATEGORY		OUTPUT	Rating				
Total Overall Rating				33.0	30.0	31.5	
Final Average Rating				4.714	4.285	4.5	
Adjectival Rating						VS	
Comments and Recommendation for Development Purposes: <i>He has a high sense of responsibility to his job.</i>							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:			
 RHADJIE A. HULLEZA Employee	8/20/2021	I certify that I discussed my assessment of the performance with the  ESPERANZA P. CORTEZ In-Charge, Technical Services Division	8/20/2021	 MARY JANE F. MAYPA PENRO			
8/23/2021							

Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average

Name: RHADJIE A. HULLEZA					Section: RPS			
Position: FOREST RANGER					Division: Technical Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 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 #)				
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								
		✓			Daily Time Record	Submission of Daily Time Record	Submitted Daily Time Record for the previous month with attached Travel Order/s (if any) and approved application for leave (if any)	1 day
			✓		Certificate of Title 01/21,22,25/2021	Numbering of Patents on Letter to ROD and Judicial form	Numbered of Patents on Letter to ROD and Judicial Form	3 Days
					Certificate of Title 01/22,25,27/2021	Transmittal of pertinent document to the Register of Deeds	Transmitted the Patents in Register of Deeds	3 Days
			✓			Encode and Records of list of Agricultural and Residential free patent	Encoded and Recorded of list of Agricultural and Residential free patent	Daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		Frontline Service	Clients' requests	Designated as Frontline Officer every Monday. Assisted all clients of the day.	weekly

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor:

maraculla-umali
Maria Alva Renelyn A. Culla -Umali
LMOII / Chief, RPS

Name: RHADJIE A. HULLEZA					Section: RPS			
Position: FOREST RANGER					Division: Technical Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021								
	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 #)				
A. TARGET- RELATED ACTIVITIES				Travel Order 2021-067	Field Work (02/09-10/2021)	To monitor the clearing / monumenting and perimeter fencing , of donated lot located at Brgy. San Isidro, Pto. Galera. Oriental mMindoro	monitored the clearing / monumenting and perimeter fencing , of donated lot located at Brgy. San Isidro, Pto. Galera. Oriental mMindoro	2 Days
				Travel Order 2021-050	Field Work (02/16-17/2021)	To monitor the clearing / monumenting and perimeter fencing , of donated lot located at Brgy. San Isidro, Pto. Galera. Oriental mMindoro	monitored the clearing / monumenting and perimeter fencing , of donated lot located at Brgy. San Isidro, Pto. Galera. Oriental mMindoro	2 Days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓			Encode and Records of list of Agricultural and Residential free patent	Encoded and Recorded of list of Agricultural and Residential free patent	Daily
			✓		Certificate of Title 02/8- 11-15-16-22/2021	Numbering of Patents on Letter to ROD and Judicial form	Numbered of Patents on Letter to ROD and Judicial Form	5 day
					Certificate of Title 02/12-16-18-23/2021	Transmittal of pertinent document to the Register of Deeds	Transmitted the Patents in Register of Deeds	5 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		Frontline Service	Clients' requests	Designated as Frontline Officer every Monday Assisted all clients of the day.	weekly

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor:

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Maria Alva Renelyn A. Culla -Umalì
LMOII / Chief, RPS

Name: RHADJIE A. HULLEZA					Section: RPS			
Position: FOREST RANGER					Division: Technical Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 2021								
	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 #)				
A. TARGET- RELATED ACTIVITIES				Travel Order 2021-113	Field Work (03/ 03-05/2021)	To coordinate with the LGU of Naujan and its concerned brgy. for the conduct of Protected Area Suitability Assessment (PASA)	Coordinated with the LGU of Naujan and its concerned brgy. for the conduct of Protected Area Suitability Assessment (PASA)	3 days
				Travel Order 2021-193	Field Work 03/ 11- 12/2021	To coordinate with the brgy. LGU for the conduct of Protected Area Suitability Assessment (PASA)/ data gathering of secondary information and partial interview with the key information of the brgy.	Coordinated with the brgy. LGU for the conduct of Protected Area Suitability Assessment (PASA)/ data gathering of secondary information and partial interview with the key information of the brgy.	2 Days
				Travel Order 2021-477	Field Work (03/ 16-19/2021)	To assist in the conduct evaluation / assessment on the expierd IFMA No. R4002 of PTFI including goetagging and reconaisan in coodination with concerned agency and to conduct forest protection activities.	Assisted in the conduct evaluation / assessment on the expierd IFMA No. R4002 of PTFI including goetagging and reconaisan in coodination with concerned agency and to conduct forest protection activities.	4Days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓			Encode and Records of list of Agricultural and Residential free patent	Encoded and Recorded of list of Agricultural and Residential free patent	Daily
					Certificate of Title 03/12,19/2021	Numbering of Patents on Letter to ROD and Judicial form	Numbered of Patents on Letter to ROD and Judicial Form	3 days
					Certificate of Title 02/15-22/2021	Transmittal of pertinent document to the Register of Deeds	Transmitted the Patents in Register of Deeds	5 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		Frontline Service	Clients' requests	Designated as Frontline Officer every Monday Assisted all clients of the day.	weekly

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor:

Maria Alva Renelyn A. Culla -Umali
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LMOII / Chief, RPS

Name: RHADJIE A. HULLEZA					Section: RPS			
Position: FOREST RANGER					Division: Technical 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 #)		Subject/ Activity/ Event		
				Travel Order 2021-1393	Field Work (05/ 5-7 /2021	To participate in the Training on Advance Diving Course in Puerto Galera Oriental Mindoro	Participated in the Training on Advance Diving Course in Puerto Galera Oriental Mindoro	3 Days
				Travel Order 1700-21	Field Work (05/11-14 /2021	To coordinate with the concerned officials re: conduct of Protected Area Suitability Assessment in the Island of Suguicay, Brgy. San Juan, Bulalacao, Oriental Mindoro	Coordinated with the concerned officials re: conducted of Protected Area Suitability Assessment in the Island of Suguicay, Brgy. San Juan, Bulalacao, Oriental Mindoro	4 Days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Encoding and Recording of list of Agricultural and Residential free patent	Encoded and Recorded of list of Agricultural and Residential free patent	Daily
					Certificate of Title 05/10,19/2021	Numbering of Patents on Letter to ROD and Judicial form	Numbered of Patents on Letter to ROD and Judicial Form	2 Days
					Certificate of Title 05/11/2021	Transmittal of pertinent document to the Register of Deeds	Transmitted the Patents in Register of Deeds	1 hour (including travel and waiting time)
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		Frontline Service	Clients' requests	Designated as Frontline Officer every Monday Assisted all clients of the day.	once a week

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor:

maraculla-umali
Maria Alva Renelyn A. Culla -Umali
LMOII / Chief, RPS

Name: RHADJIE A. HULLEZA					Section: RPS			
Position: FOREST RANGER					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)	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		
				Travel Order 2075-21	Field Work (06/03-04 /2021	To coordinate with the Chief RPS re: Land Application and to bring important documents.	Coordinated with the Chief RPS re: Land Application and to bring important documents.	2 Days
				Travel Order 2021-2209	Field Work (06/09-11 /2021	To participate in the Traning Advance Diving Course in Puerto Galera, Oriental Mindoro	Participated in the Traning Advance Diving Course in Puerto Galera, Oriental Mindoro	3 Days
				Travel Order 2021-2382	Field Work (06/ 17-18 /2021	To coordinate with the Chief RPS re: Land Application and to bring important documentsand to assist in pre- Inspection of 4 units Motorcycle from the winning bidder DES MARKETING, located at Municipality of Roxas, Oriental Mindoro.	Coordinated with the Chief RPS re: Land Application and to bring important documentsand to assisted in pre- Inspection of 4 units Motorcycle from the winning bidder DES MARKETING, located at Municipality of Roxas, Oriental Mindoro.	2 Days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓			Encoding and Recording of list of Agricultural and Residential free patent	Encoded and Recorded of list of Agricultural and Residential free patent	Daily
					Certificate of Title 06/03,24,30/2021	Numbering of Patents on Letter to ROD and Judicial form	Numbered of Patents on Letter to ROD and Judicial Form	3 Days
					Certificate of Title 06/ 04,25,30/ 2021	Transmittal of pertinent document to the Register of Deeds	Transmitted the Patents in Register of Deeds	2 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		Frontline Service	Clients' requests	Designated as Frontline Officer every Monday Assisted all clients of the day.	once a week

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Date Accomplished: _____

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marcelita-umali
Maria Alva Renelyn A. Culla -Umali
LMOII / Chief, RPS