

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RICARDO R. NATIVIDAD**, SEMS of the DENR-PENRO, Oriental Mindoro, of the Conservation and Development 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**.

RICARDO R. NATIVIDAD



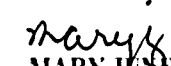
Date: _____

Approved by:

Mary Jose F. Maypa
MARY JOSE F. MAYPA
PENR Officer

Date: _____

Approved by:							
			<div>Mary Jose F. Maypa</div> MARY JOSE F. MAYPA PENR Officer				Date:
P/A/Ps	Performance Indicators (Target + Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Implementation of Good Governance conditions	Prepared SALN and submitted to Administrative Unit on February 24, 2021	Prepared SALN and submitted to Admin Unit on January 6, 2021		5	5	5	
	Prepared IPCR commitment based on approved OPCR submitted to the Administrative Unit on the prescribed period	Prepared IPCR commitment based on the approved OPCR submitted to the Administrative Unit on April 14, 2021		4.5	5	4.75	
Actions on Documents/ Requests	100% of documents acted upon 7 working days for simple documents and 15 days for complex documents upon receipt	100% of documents acted upon with partial/ minor revision need 5 working days for simple documents and 10 working days for complex documents upon receipt		4.5	4.5	4.5	

P/A/Ps	Performance Indicators (Target + Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Protected Areas Development and Management	4 PAMB Resolutions with Minutes of Meeting reviewed and forwarded to Chief, Conservation and Development Section within 5 days upon receipt <i>First Semester target- 2 Resolutions</i> <i>Second Semester target- 2 Resolutions</i>	2 PAMB Resolutions with Minutes of Meeting reviewed and forwarded to Chief, Conservation and Development Section within 3 days upon receipt <i>First Semester target- 2 Resolutions</i>	3	4	5	3.67	
Total Overall Rating			3.00	18.00	19.50	17.92	
Final Overall Rating			3	4.50	4.88	4.48	
Adjectival Rating			Very Satisfactory				
Comments and Recommendations for Development Purposes: <i>Dependable and effectent.</i>							
Discussed with:	Date:	Assessed by:	Date:		Final Rating by:		Date:
 RICARDO R. NATIVIDAD Employee	8/25/2021	I certify that I discussed my assessment of the performance with the employee  MARY JUNE F. MAYPA PENR Office Head of Office	8/25/2021		 MARY JUNE F. MAYPA Head of Office		8/25/2021

Legend: 1 Quality

2 - Efficiency

3 - Timeliness

4 - Average

Name: Ricardo R. Natividad					Section: Conservation and Development Section			
Position: Senior ECOMS					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for JANUARY, 2021								
	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
A. TARGET - RELATED ACTIVITIES	✓		✓		IPCR	Preparation of Individual Performance Review Form	Prepared and submitted IPCR Commitment	1 day
	✓		✓		SALN	Preparation of Statement of Assets and Liabilities Network	Prepared and submitted Statement of Assets and Liabilities Network	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Monthly Accomplishment Report	Preparation and submission of Monthly Accomplishment Report with attached Means of Verifications	Prepared and submitted Monthly Accomplishment Report with attached Means of Verifications	4 hours
			✓		PPMP, APP, Travel Plan and ImPlan	Preparation of Project Procurement and Management Plan, Annual Procurement Plan, Travel Plan and Implementation Plan	Prepared Project Procurement and Management Plan, Annual Procurement Plan, Travel Plan and Implementation Plan	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)			✓		Report/Memorandum	Weekly Accomplishment Report	Prepared accomplishment report of the previous approved travel order submitted to the PENRO	1 hour/every Monday
			✓		Travel Order	Preparation of Travel Order	Prepared Travel Order	10 minutes/ week (or if needed)

Signature of the Employee: _____

Date Accomplished: January 29, 2021Verified by the Immediate Supervisor:  MARY JUNE F. MAYPA

Name: Ricardo R. Natividad					Section: Conservation and Development Section			
Position: Senior ECOMS					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for FEBRUARY, 2021								
A. TARGET - RELATED ACTIVITIES	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
			✓		Monthly Accomplishment Report	Preparation and submission of Monthly Accomplishment Report with attached Means of Verifications	Prepared and submitted Monthly Accomplishment Report with attached Means of Verifications	4 hours
			✓		Report/Memorandum	Weekly Accomplishment Report	Prepared accomplishment report of the previous approved travel order submitted to the PENRO	1 hour/every Monday
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Travel Order	Preparation of Travel Order	Prepared Travel Order	10 minutes/ week (or if needed)
			✓		Report/Memorandum	Preparation and submission of Memorandum /Reports on actioned documents	Prepared and submitted Memorandum /Reports on actioned documents	2 hours / day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)								

Signature of the Employee: _____

Date Accomplished: February 26, 2021

Verified by the Immediate Supervisor: MARY JUNE F. MAYPA

Name: Ricardo R. Natividad					Section: Conservation and Development Section			
Position: Senior ECOMS					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 (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
A. TARGET - RELATED ACTIVITIES	✓			TO No. 2021-468	Monitoring of wetland areas	To monitor wetlands within Naujan Lake National Park	Monitor wetlands within Naujan Lake National Park	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Monthly Accomplishment Report	Preparation and submission of Monthly Accomplishment Report with attached Means of Verifications	Prepared and submitted Monthly Accomplishment Report with attached Means of Verifications	4 hours
			✓		Report/Memorandum	Weekly Accomplishment Report	Prepared accomplishment report of the previous approved travel order submitted to the PENRO	1 hour/every Monday
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)			✓		Travel Order	Preparation of Travel Order	Prepared Travel Order	10 minutes/ week (or if needed)
			✓		Report/Memorandum	Preparation and submission of Memorandum /Reports on actioned documents	Prepared and submitted Memorandum /Reports on actioned documents	2 hours / day

Signature of the Employee: _____

Date Accomplished: March 31, 2021Verified by the Immediate Supervisor:  MARY JUNE F. MAYPA

Name: Ricardo R. Natividad					Section: Conservation and Development Section			
Position: Senior ECOMS					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for APRIL, 2021								
A. TARGET - RELATED ACTIVITIES	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
			✓		Monthly Accomplishment Report	Preparation and submission of Monthly Accomplishment Report with attached Means of Verifications	Prepared and submitted Monthly Accomplishment Report with attached Means of Verifications	4 hours
			✓		Report/Memorandum	Weekly Accomplishment Report	Prepared accomplishment report of the previous approved travel order submitted to the PENRO	1 hour/every Monday
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Travel Order	Preparation of Travel Order	Prepared Travel Order	10 minutes/ week (or if needed)
			✓		Report/Memorandum	Preparation and submission of Memorandum /Reports on actioned documents	Prepared and submitted Memorandum /Reports on actioned documents	2 hours / day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)								

Signature of the Employee: _____

Date Accomplished: April 30, 2021

Verified by the Immediate Supervisor: MARY JUNE F. MAYPA

Name: Ricardo R. Natividad					Section: Conservation and Development Section			
Position: Senior ECOMS					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for MAY, 2021								
A. TARGET - RELATED ACTIVITIES	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
				TO No. 2021-1389	Meeting with Tourism Council of LGU Socorro	To participate in the meeting with the Tourism Council of Socorro	To participated in the meeting with the Tourism Council of Socorro	1 day
	✓			TO No. 1711-21	Meeting re: conduct of PASA	To coordinate with the concerned officials re: conduct of PASA in the island of Suguicay, San Juan, Bulalacao; and attend meeting at Sangguniang Bayan of Bulalacao re: Cave Assessment and PASA	Coordinated with the concerned officials re: conduct of PASA in the island of Suguicay, San Juan, Bulalacao; and attended meeting at Sangguniang Bayan of Bulalacao re: Cave Assessment and PASA	4 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO No. 2021-1869	Forest Land Use Plan implementation	To coordinate with the MENRO/MPDO re: FLUP implementation programs/projects/activities and to attend Court Hearing	Coordinated with the MENRO/MPDO re: FLUP implementation programs/projects/activities and to attend Court Hearing	2 days
				TO No. 2021-1822	Attendance to NLNP-PAMB Meeting	To attend and participate in NLNP-PAMB Meeting	Attended and participated in the NLNP-PAMB Meeting	1 day
			✓		Report/Memorandum	Weekly Accomplishment Report	Prepared accomplishment report of the previous approved travel order submitted to the PENRO	1 hour/every Monday
			✓		Travel Order	Preparation of Travel Order	Prepared Travel Order	10 minutes/ week (or if needed)

C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the division but of other designations, functions and concurrent capabilities)</i>		✓		Monthly Accomplishment Report	Preparation and submission of Monthly Accomplishment Report with attached Means of Verifications	Prepared and submitted Monthly Accomplishment Report with attached Means of Verifications	4 hours
		✓		Report/Memorandum	Preparation and submission of Memorandum /Reports on actioned documents	Prepared and submitted Memorandum /Reports on actioned documents	2 hours / day

Signature of the Employee: _____

Date Accomplished: May 31, 2021

Verified by the Immediate Supervisor:  MARY JUNE F. MAYPA

Name: Ricardo R. Natividad					Section: Conservation and Development Section			
Position: Senior ECOMS					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for JUNE, 2021								
A. TARGET - RELATED ACTIVITIES	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
		✓		TO No. 2021-2375	Attendance to FDU meeting at CENRO Socorro and CENRO Roxas	To attend FDU meeting at CENRO Socorro and CENRO Roxas	Attended FDU meeting at CENRO Socorro and CENRO Roxas	2 days
			✓		Monthly Accomplishment Report	Preparation and submission of Monthly Accomplishment Report with attached Means of Verifications	Prepared and submitted Monthly Accomplishment Report with attached Means of Verifications	4 hours
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Report/Memorandum	Weekly Accomplishment Report	Prepared accomplishment report of the previous approved travel order submitted to the PENRO	1 hour/every Monday
			✓		Travel Order	Preparation of Travel Order	Prepared Travel Order	10 minutes/ week (or if needed)
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)								

Signature of the Employee: _____
 Date Accomplished: June 30, 2021

Verified by the Immediate Supervisor: MARY JUNE F. MAYPA