



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

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, ERWIN VAL R. SIXON of the DENR – PENRO, Oriental Mindoro, Monitoring and Enforcement 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 of January to June 2021




ERWIN VAL R. SIXON  
Ratee

Date:

Reviewed by:	Date	Approved by:	Date
 RICK U. DUMADAG		 ESPERANZA P. CORTEZ	
Immediate Supervisor		OIC-Technical Services Division	

P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
Implementation of Good Governance Conditions	1 SALN prepared and submitted to Administrative and Finance Section based on Section 8 of RA 6713 on February 20, 2021	1 SALN prepared and submitted to Administrative and Finance Section based on Section 8 of RA 6713 on January 4, 2021		4	5	4.500	
	100% of IPCRs commitment based on the approved OPCR submitted to the PENRO on April 25, 2021	100% of IPCRs commitment based on the approved OPCR submitted to the PENRO on April 15, 2021		4	5	4.500	
Actions on Documents/Requests	100% of documents acted upon with partial/minor revisions need 7 working days for simple documents and 15 days for complex documents upon receipt	100% of documents acted upon with partial/minor revisions need 7 working days for simple documents and 15 days for complex documents upon receipt		4	4	4.000	Assist the Chief, MES in review and investigation of reported illegal logging and other environmental violations by all CENROs  100% of other documents/requests/communications being referred by the immediate supervisor, OIC-TSD, and/o

IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average

							the PENRO acted upon within the prescribed period
Final Overall Rating				12.0	14.0	13.000	
Final Average Rating				4.0	4.67	4.333	
Adjective Rating							
Comments and Recommendations for Development Purposes <i>very productive in office and field work but need to concentrate on his job description as Forest Ranger.</i>							
Discussed with:	Date	Assessed by:	Date	Final Rating by:		Date	
 ERWIN VAL R. SIXON Employee	8/19/2021	I certify that I discussed my assessment of the performance with the employee  ESPERANZA P. CORTEZ	8/19/2021	 MARY JUNE F. MAYPA		8/23/2021	
		OIC-Technical Services Division		PENRO			

Name: Erwin R. Sixon	Section: Monitoring and Enforcement Section
Position: Forest Ranger	Division: Technical 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
<b>A. TARGET- RELATED ACTIVITIES</b>	√		√		SALN	SALN as of December 31, 2020	Updated SALN as of December 31, 2019 submitted to Admin. Section	1 day
	√		√		IPCR	Submit IPCR for July to December 2021	Submitted IPCR for July to December 2019 to PENRO Admin. Section	1 day
	√		√		PDS	Updating of the Personal Data Sheet (PDS)	Updated the Personal Data Sheet (PDS) and submitted to Admin. Section	1 day
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								
			√		Frontline Service	Act as Officer of the day as the scheduled date following PENRO Special Order No. 2020-74	Acted on clients request /(walk-in) based on schedule following PENRO Special Order No. 2020-74	once a weekly
			√		office maintenance	Putting of faucet of PENR Office	Putting of faucet of PENR Office	within the scheduled day
			√		office maintenance	Cleaning of xerox machine	Cleaning of xerox machine	within the scheduled day

Signature of the Employee: \_\_\_\_\_

Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_



Name: Erwin R. Sixon	Section: Monitoring and Enforcement Section
Position: Forest Ranger	Division: Technical Division

**MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 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
<b>A. TARGET- RELATED ACTIVITIES</b>				TO # 2021-069	Travel Order Feb. 11-12, 2021	To coordinate with the Price Monitoring Focal Person regarding the submission of monthly price monitoring of lumber and other wood panels	Coordinated with the Price Monitoring Focal Person regarding the submission of monthly price monitoring of lumber and other wood panels	2 days
			√			Assist in updating reports on Illegal Logging Activities	Assisted in updating reports on Illegal Logging Activities	3 days
			√			Assist in Geotagging Pictures of apprehended conveyances and forest products	Assisted in Geotagging Pictures of apprehended conveyances and forest products	3 days
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Frontline Service	Act as Officer of the day as the scheduled date following PENRO Special Order No. 2020-74	Acted on clients request /(walk-in) based on schedule following PENRO Special Order No. 2020-74	once a weekly
			√		office maintenance	Repair of water pipe in the CR of PENR Office	Repair of water pipe in the CR of PENR Office	within the scheduled day
			√		office maintenance	Fixing of defective mono block chairs	Fixing of defective mono block chairs	within the scheduled day
			√		office maintenance	Carpentry works of tables needed for repair	Carpentry works of tables needed for repair	within the scheduled day


Signature of the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_

Name: Erwin R. Sixon	Section: Monitoring and Enforcement Section
Position: Forest Ranger	Division: Technical 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
<b>A. TARGET- RELATED ACTIVITIES</b>				TO # 2021-184	Travel Order Mar 9-10, 2021	To coordinate with CENRO Socorro, LGU of Puerto Galera and the compliant and to conduct investigation/verification of reported alleged trimming and pruning of tree inside private property	Coordinated with CENRO Socorro, LGU of Puerto Galera and the compliant and to conduct investigation/verification of reported alleged trimming and pruning of tree inside private property	2 days
				TO # 2021-474	Travel Order Mar 16-19, 2021	To conduct evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	Conducted evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	4 days
				TO # 2021-544	Travel Order Mar 23-26, 2021	To conduct evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	Conducted evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	4 days
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Frontline Service	Act as Officer of the day as the scheduled date following PENRO Special Order No. 2020-74	Acted on clients request /(walk-in) based on schedule following PENRO Special Order No. 2020-74	once a weekly
			√		office maintenance	Replacement of defective faucets of PENR Office	Replacement of defective faucets of PENR Office	within the scheduled day
			√		office maintenance	Painting of Inner wll and outer wall -San Vicente Calapan (Extension office)	Painting of Inner wll and outer wall -San Vicente Calapan (Extension office)	within the scheduled day
			√		office maintenance	Repair of fencing in San Vicente Calapan (Extension Office)	Repair of fencing in San Vicente Calapan (Extension Office)	within the scheduled day
<b>SKELETAL WORKFORCE (MARCH 29-31, 2021)</b>								

Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:  \_\_\_\_\_



Name: Erwin R. Sixon					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division: Technical 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
				TO # 2021-1163	Travel Order April 5-8, 2021	To conduct evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	Conducted evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conducted forest protection activities	4 days
				TO # 2021-1169	Travel Order April 13-16, 2021	To conduct evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	Conducted evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conducted forest protection activities	4 days
				TO # 2021-1325	Travel Order April 20-23, 2021	To conduct evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and to assist in forest protection activities being conducted by CENRO Socorro	Conducted evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020. Assisted in forest protection activities being conducted by CENRO Socorro	4 days
				TO # 2021-1311	Travel Order April 27-30, 2021	To assist evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	Assisted evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and Conducted forest protection activities	4 days
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)			✓		Frontline Service	Act as Officer of the day as the scheduled date following PENRO Special Order No. 2020-74	Acted on clients request /(walk-in) based on schedule following PENRO Special Order No. 2020-74	once a weekly
			✓		office maintenance	Carpentry works of tables needed for repair	Carpentry works of tables needed for repair	within the scheduled day
			✓		office maintenance	Operate xerox machine	Operate xerox machine	within the scheduled day
			✓		office maintenance	Installation and putting of led bulb w/c are not functioning	Installation and putting of led bulb w/c are not functioning	within the scheduled day
SKELETAL WORKFORCE (April 5-23, 2021)								

Signature of the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_

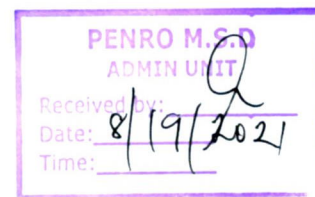
Name: Erwin R. Sixon	Section: Monitoring and Enforcement Section
Position: Forest Ranger	Division: Technical Division

**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 (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
<b>A. TARGET- RELATED ACTIVITIES</b>				TO # 1699-21	Travel Order May 11-12, 2021	To assist in the conduct of Forest Protection Activities and other monitoring and enforcement concern with jurisdiction of CENRO Roxas	To assist in the conduct of Forest Protection Activities and other monitoring and enforcement concern with jurisdiction of CENRO Roxas	2 days
				TO # 1932-21	Travel Order May 19-21, 2021	Installation of Internet Connection and CCTV Cameras at DENR Satellite Office, San Vicente West, Calapan City	Installation of Internet Connection and CCTV Cameras at DENR Satellite Office, San Vicente West, Calapan City	3 days
				TO # 1937-21	Travel Order May 25-28, 2021	To conduct evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	Conducted evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conducted forest protection activities	4 days
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Frontline Service	Act as Officer of the day as the scheduled date following PENRO Special Order No. 2020-74	Acted on clients request /(walk-in) based on schedule following PENRO Special Order No. 2020-74	once a weekly
			√		office maintenance	Huling of construction materials used for repair of defective ceiling of PENR Office	Huling of construction materials used for repair of defective ceiling of PENR Office	within the scheduled day
			√		office maintenance	Fixing of defective mono block chairs	Fixing of defective mono block chairs	within the scheduled day
			√		office maintenance	Fixing of defective chairs and doors of PENR Office	Fixing of defective chairs and doors of PENR Office	within the scheduled day

Signature of the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_





Name: Erwin R. Sixon	Section: Monitoring and Enforcement Section
Position: Forest Ranger	Division: Technical 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 (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
<b>A. TARGET- RELATED ACTIVITIES</b>				TO # 1699-21	Travel Order June 02, 2021	To assist in aerial documentation of MBCFI office at Puerto galera	Assisted in aerial documentation of MBCFI office at Puerto galera	1 day
				TO # 1699-21	Travel Order June 03-04, 2021	To assist in the validation of price monitoring report submitted by CENRO Roxas, and to assist in the conduct of forest protection activities	Assisted in the validation of price monitoring report submitted by CENRO Roxas, and to assist in the conduct of forest protection activities	2 days
				TO # 2021-2416	Travel Order June 29-July 1, 2021	To monitor the 2 nd quarter accomplishments under Enforcement and Regulatory Program and check the Means of Verification for the reported accomplishment	Monitored the 2nd quarter accomplishments under Enforcement and Regulatory Program and check the Means of Verification for the reported accomplishment	3 days
				TO # 2021-2378	Travel Order June 29-July 1, 2021	To conduct evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conduct forest protection activities	Conducted evaluation/assessment on the expired IFMA No. R40002 of PTFI including aerial documentation, geotagging in coordination with concerned agency/office per PENRO S.O. No. 2020-67 dated Sept. 14, 2020 and conducted forest protection activities	4 days
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√			Assist in updating reports on Illegal Logging Activities	Assisted in updating reports on Illegal Logging Activities	3 days
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Frontline Service	Act as Officer of the day as the scheduled date following PENRO Special Order No. 2020-74	Acted on clients request /(walk-in) based on schedule following PENRO Special Order No. 2020-74	once a weekly
			√		office maintenance	Putting of faucet of PENR Office	Putting of faucet of PENR Office	within the scheduled day
			√		office maintenance	Cleaning of xerox machine	Cleaning of xerox machine	within the scheduled day
			√		office maintenance	Installation and putting of led bulb w/c are not functioning	Installation and putting of led bulb w/c are not functioning	within the scheduled day

Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:  \_\_\_\_\_