




# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, **LILLIE MAE S. TUASON**, 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

**LILLIE MAE S. TUASON**

Ratee

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

Reviewed by:  MARIA ALVA RENELYN A. CULLA-UMALI LMO II/Chief RPS	Date: _____	Approved by:  ESPERANZA P. CORTEZ In-Charge, Technical Services Division	Date: _____					
				 <div style="display: flex; justify-content: space-between;"> <div>5.0</div> <div>- Outstanding</div> </div> <div style="display: flex; justify-content: space-between;"> <div>4.0 - 4.99</div> <div>- Very Satisfactory</div> </div> <div style="display: flex; justify-content: space-between;"> <div>3.0 - 3.99</div> <div>- Satisfactory</div> </div> <div style="display: flex; justify-content: space-between;"> <div>2.0 - 2.99</div> <div>- Unsatisfactory</div> </div> <div style="display: flex; justify-content: space-between;"> <div>1.0 - 1.99</div> <div>- Poor</div> </div>				
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks	
			Q1	E2	T3	A4		
<b>SUPPORT TO OPERATIONS</b>								
<b>General Administration and Support Services</b>								
1. Action on Documents/Request	100% of documents/ correspondence receive, sort, file, records and prepare transmittal/mails for delivery to CENROs, Regional Office and other related agencies regarding land matters upon receipt with 100%accuracy	100% of documents/ correspondence received, sorted, filed, recorded and prepared transmittal/mailed for delivery to CENROs, Regional Office and other related agencies regarding land matters upon receipt with 100%accuracy		4.5	4	4.25		
2. Implementation of good Governance Condition	100% submission of SALN to DENR Personnel Unit on the prescribed period	Submitted SALN to DENR Personnel Unit dated January 15,2021		5	4.5	4.75		
	One (1) IPCR commitment based on the approved DPCR submitted to the Chief, RPS on prescribed period	One (1) IPCR commitment based on the approved DPCR submitted to the Chief, RPS on April 14,2021		5	4.5	4.75		
	One (1) rated IPCR submitted to Chief, RPS on prescribed period ( July-December 2020)	One (1) rated IPCR submitted to Chief, RPS on January 15,2021		5	4.5	4.75		

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Permit Issuance and Monitoring of Land and Land Resources Use							
	Prepare/encode 220 Order of Issuance and 220 Letter to Registry of Deeds- patents issued for Residential Free Patent by the end of December 2021	Prepared/encoded 64 Order of Issuance and 64 Letter to Registry of Deeds-patents issued for Residential Free Patent upon receipt.		3	3	3	
OTHER ACTIVITIES							
		Prepared/encoded documents pertaining to the request for clearance to cut harvest planted trees and Application for Water permit with 100% accuracy		4.5	5	4.75	
CATEGORY		OUTPUT	Rating				
Total Overall Rating				27.00	25.50	26.25	
Final Average Rating				4.500	4.250	4.375	
Adjectival Rating						VS	
Comments and Recommendations for Development Purposes:		she always performs her task efficiently & effectively, recommended for promotion.					
Discussed with:	Date:	Assessed by:	Date:	Final Rating:			
LILLIE MAE S.A. TUASON Official Employee	8/18/2021	I certify that I discussed my assessment of the performance with the employee  ESPERANZA A. CORTEZ In-Charge, Technical Services Division	8/18/2021	MARY JUNE F. MAYPA PENRO		8/23/2021	
Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average							



## (ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

## Monthly ACCOMPLISHMENT MONITORING FORM

Revised:

NAME : LILLIE MAE S. TUASON

SECTION: RPS

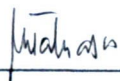
POSITION: LAND MANAGEMENT INSPECTOR

DIVISION: TECHNICAL SERVICES DIVISION

For the month of January 2021

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON WFP	TARGE T P/A/Ps	OFFIC E WORK	FIELD WORK	TYPE OF DOCUMENT */ACTIVITY (Indicate date and time the document received)	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
A. TARGET RELATED ACTIVITIES				✓		Mail	documents receive prepare transmittal and mails communication to CENROs ; Regional Office and other related agencies regarding land matters	documents received, prepared transmittal and mailed communication to CENROs ; Regional Office and other related agencies regarding land matters	daily	
				✓		Patents	Encode Order of Issuance and Letter to the ROD	Encoded Order of Issuance and Letter to the ROD	1 day	
				✓		SALN	SALN OF 2020	Updated SALN as of December 31, 2020 submitted to Personnel Saection-Administrative Division on January 15, 2021	1 day	
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 of other designations functions and concurrent capacities)										

SIGNATURE OF THE EMPLOYEE:



DATE ACCOMPLISHED:

VERIFIED BY THE IMMEDIATE  
SUPERVISOR:

*Maria Alva Renelyn A. Culla - Umali*  
MARIA ALVA RENELYN A. CULLA -UMALI  
LMO II / Chief RPS

Monthly ACCOMPLISHMENT MONITORING FORM

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON  
POSITION: LAND MANAGEMENT INSPECTOR  
For the month of February 2021

SECTION: RPS  
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/PS	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
A. TARGET RELATED ACTIVITIES				✓		Mail	documents receive, prepare transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	documents received, prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
				✓		Patents	Encode Order of Issuance and Letter to the ROD	Encoded Order of Issuance and Letter to the ROD	1 day	
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 of other designations/functions and concurrent capacities)										

SIGNATURE OF THE EMPLOYEE:

*Lillie Mae S. Tuason*

DATE ACCOMPLISHED:

\_\_\_\_\_

VERIFIED BY THE IMMEDIATE SUPERVISOR:

*Maria Alva Renely A. Culla-Umali*  
MARIA ALVA RENELY A. CULLA -UMALI  
LMO II / Chief RPS

**Monthly ACCOMPLISHMENT MONITORING FORM**

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON  
POSITION: LAND MANAGEMENT INSPECTOR  
For the month of **March 2021**

SECTION: RPS  
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/PS	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
A. TARGET RELATED ACTIVITIES				✓		MAILS	documents receive, prepare transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	documents received, prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
										CSC MC NO. 2020
					March 18 , 2021	PATENTS	travel to CENRO Roxas to bring all MOVs of RFPA and FPA CY 2020 and to follow up 1st Qrt Accomplishment (PLA) and to coordinate with Records Officer re: request for revocation of FPA issued in the name of Ruby Estigoy		2 days	
					March 25 , 2021	PATENTS	To Coordinate with the RPS Chief re: Accomplishment for 1st Quarter CY 2021		2 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 of other designationsfunctions and concurrent capacities)										

SIGNATURE OF THE EMPLOYEE:

*Lillie Mae S. Tuason*

DATE ACCOMPLISHED:

VERIFIED BY THE IMMEDIATE SUPERVISOR:

*Maria Alva Renely A. Culla*  
MARIA ALVA RENELY A. CULLA -UMALI  
LMO II / Chief RPS



Monthly ACCOMPLISHMENT MONITORING FORM

NAME : LILLIE MAE S. TUASON  
POSITION: LAND MANAGEMENT INSPECTOR  
For the month of April 2021

SECTION: RPS  
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/VPs	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
A. TARGET RELATED ACTIVITIES							documents receive, prepare transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	E-mailed outgoing communications to CENROs and to the Regional Office	daily	
										ECQ-WORK FROM HOME
										ECQ-WORK FROM HOME
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 of other designations functions and concurrent capacities)										

SIGNATURE OF THE EMPLOYEE:

*Lillie Mae S. Tuason*

DATE ACCOMPLISHED:

VERIFIED BY THE IMMEDIATE SUPERVISOR:

*Maria Alva Renely A. Culla - Umali*  
MARIA ALVA RENELY A. CULLA -UMALI  
LMO II / Chief RPS

Monthly ACCOMPLISHMENT MONITORING FORM

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON  
POSITION: LAND MANAGEMENT INSPECTOR  
For the month of May 2021

SECTION: RPS  
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/PS	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
A. TARGET RELATED ACTIVITIES				✓		Mail	documents receive, prepare transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	documents received, prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
	✓				May 12,2021	Patents	Travelled to CENRO Roxas to coordinate with the RPS Chief re: Accomplishment for 2nd Quarter CY 2021 And to bring MOVs of 1st quarter accomplishment		1 day	
					May 19,2021	Patents	Travelled to CENRO Pasi to coordinate with the Chief RPS re: Accomplishment for 2nd Quarter CY 2021 and to bring important documents		1 day	
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 of other designations/functions and concurrent capacities)										

SIGNATURE OF THE EMPLOYEE:

*Lillie Mae S. Tuason*

VERIFIED BY THE IMMEDIATE

SUPERVISOR:

*Maria Alva Renely A. Culla - Umali*  
MARIA ALVA/RENELY A. CULLA -UMALI  
LMO II / Chief RPS

DATE ACCOMPLISHED:

**Monthly ACCOMPLISHMENT MONITORING FORM**

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON  
POSITION: LAND MANAGEMENT INSPECTOR  
For the month of June 2021

SECTION: RPS  
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/Ps	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
				✓		Mail	documents receive, prepare transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	documents received, prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
						patents	Encode Technical Description of RFPA and FPA for signature of Geodetic Engr and PENRO	Encoded Technical Description of RFPA and FPA for signature of Geodetic Engr and PENRO	1 day	
					June 3-4, 2021	Patents	Travelled to CENRO Socorro and CENRO Roxas to coordinate wthe Chief RPS re: Public Land Application and to bring important documents		2 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 of other designationsfunctions and concurrent capacities)										

SIGNATURE OF THE EMPLOYEE:

*Lillie Mae S. Tuason*

DATE ACCOMPLISHED:

VERIFIED BY THE IMMEDIATE SUPERVISOR:

*Maria Alva Renel A. Culla - Umali*  
MARIA ALVA RENEL A. CULLA -UMALI  
LMO II / Chief RPS