



I, **DALE MELCHOR A. ALAGAO**, of the **CENRO-ROXAS** of **Soil Conservation and Watershed Management** 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:
Date:

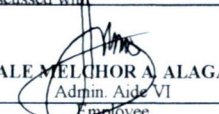
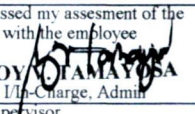

DALE MELCHOR A. ALAGAO

Reviewed by: 	Date:	Approved by: 	Date:
Immediate Supervisor/ JOSE I. MONTECALVO EcCMS II Chief, CDS		Head of Office ALMA E. GIBE OIC-CENRO	

OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
	One (1) consolidated Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period	One (1) consolidated Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on February 9, 2021	3.000	4.500	5.000	4.167	
	One (1) consolidated Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period	One (1) consolidated Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on February 2, 2021	3.000	4.500	3.000	3.750	
	One Inventory Report of Physical Count of Property, Plant and Equipment submitted to Admin on January 20, 2021	One Inventory Report of Physical Count of Property, Plant and Equipment submitted to Admin on January 15, 2021 thru email	3.000	5.000	3.500	3.833	
	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 15, 2021	3.000	4.500	3.500	3.667	
	One (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period	One (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period with 100% accuracy	3.000	4.500	3.500	3.667	
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt		5.000	5.000	5.000	
ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resouces Resiliency Program)							
Watershed Characterization	Gather relevant data based on FMB Technical Bulletin No. 16-A and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assesment d with report submitted to Chief, Conservation and Developmnt Section by the end of September 2021						2ND SEM TARGET
Total Overall Rating			15.000	28.000	23.500	24.083	
Final Average Rating			3.000	4.667	3.917	4.014	
Adjectival Rating			VERY SATISFCATORY				

Comments and Recommendations for Development Purposes

with dedication in performing his duties and responsibilities.

Discussed with: 	Date: 8/18/2021	Assessed by: 	Date: 8/19/2021	Final Rating by: 	Date: 8/19/2021
DALE MELCHOR A. ALAGAO Admin. Aide VI Employee		ARABELLE JOY TAMAYASA Credit Officer I/In-Charge, Admin Supervisor		ALMA E. GIBE OIC-CENRO Head of Office	

Name: DALE MELCHOR A. ALAGAO	Section: General Admin and Support Section/ Conservation and Development Section
Position: ADMINISTRATIVE AIDE VI	Division: General Admin and Support / Consercation and Development

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
A. TARGET- RELATED ACTIVITIES					Coordination	Soil Conservation and Watershed Management including River Basin Management and Development	coordinated with Barangay Local Government and LGU of Municipality of Bongabong re: data from CLUP to be included in Bongabong Integrated Watershed Management Plan	1 days
					Coordination		coordinate with PENRO CDS Chief re: Bongabong Integrated Watershed Management Plan	1 day
					Cave Assessment	Management of Caves and Cave Resources Cave Assessment and Classification	assisted in the consultation meeting with BLGU of Tawas, Bongabong re: Cave Assessment	1 day
					Bidding	Small Water Impounding System (SWIS)	attended opening bid of Construction of Small Water Impounding System (SWIS)	1 day
					assessment/analysis	Adaptive Capacities of Human Communities and Natural Systems improv	assisted in the conduct of flora and fauna assessment/analysis for the preparation of Characterization and Vulnerability Assessment of Cavilian River Watershed	3 days
					document	payments	prepared payment for the replishment of Petty Cash of CENRO Roxas	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Coordination	Payments	coordinated with PENRO Financial Unit for the approved payments of CENRO Roxas	4 days
					document	Payments	Prepared payment for requested office supplies to be procured	2 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Coordination	General Admin and Support	Coordinated with PENRO GSS re: Project Procurement Management Plan for goods CY 2021.	2 days
			√		Travel Order	Checking and preparing of Travel Order	Preparing of Travel Order and accomplishment reports	1 day

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor: JOSE T. MONTECALVO

Name: DALE MELCHOR A. ALAGAO					Section: General Admin and Support Section/ Conservation and Development Section			
Position: ADMINISTRATIVE AIDE VI					Division: General Admin and Support / Conservation and Development			
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
A. TARGET- RELATED ACTIVITIES					Coordination	Adaptive Capacities of Human Communities and Natural Systems improved	Coordinated with Barangay Local Government and LGU of Municipality of Bulalacao re: preparation of Characterization and Vulnerability assessment of Cavilian Watershed	2 days
					Coordination		coordinate with PENRO CDS Chief re: Characterization and Vulnerability Assessment of Cavilian Watershed. To submit official documents of CENRO Roxas	2 days
					Coordination	Soil Conservation and Watershed Management including River Basin Management and Development	coordinated with Barangay Local Government and LGU of Municipality of Bongabong re: data from CLUP to be included in Bongabong Integrated Watershed Management Plan	4 days
					Cave Assessment	Management of Caves and Cave Resources Cave Assessment and Classification	assisted in the consultation meeting with BLGU of Tawas, Bongabong re: Cave Assessment	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Coordination	Payments	coordinated with PENRO Financial Unit for the approved payments of CENRO Roxas	4 days
					Bidding	General Admin and Support	attendd bidding for the materials and parts for the installation of Transformer of CENRO Roxas and bidding for common office supplies and general Merchandise of CENRO Roxas	2 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Coordination	General Admin and Support	coordinated with PENRO BAC re: Common office supplies and general merch. of CENRO Roxas for CY-2021 as per conducted bidding on May 12, 2021	2 days
			√		Travel Order	Checking and preparing of Travel Order	Preparing of Travel Order and accomplishment reports	1 day

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor: JOSE T. MONTECALVO

Name: DALE MELCHOR A. ALAGAO					Section: General Admin and Support Section/ Conservation and Development Section			
Position: ADMINISTRATIVE AIDE VI					Division: General Admin and Support / Consercation and Development			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 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				OB	Coordination	Adaptive Capacities of Human Communities and Natural Systems improved	coordinated with PENRO CDS Chief re: re: preparation of Characterization and Vulnerability assessment of Cavilian Watershed	3 days
				OB	Coordination	Soil Conservation and Watershed Management including River Basin Management and Development	coordinated with PENRO CDS Chief re: Bongabong Integrated Watershed Management Plan	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		document	payments	prepared payment for the replishment of Petty Cash of CENRO Roxas	2 days
			√		document	Payments	Prepared payment for requested office supplies to be procured	2 days
			√		Official documents	Payments	coordinated with PENRO Financial Unit for the approved payments of CENRO Roxas	4 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Official documents	General Admin and Support	Coordinated with PENRO GSS re: Project Procurement Management Plan for goods CY 2021.	2 days
			√		Official documents	Payments	coordinated with PENRO Financial Unit re: hiring of laborers for the repair and maintenance of electrical facilities and garage of CENRO Roxas	3 days

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: 
JOSE T. MONTECALVO

Name: DALE MELCHOR A. ALAGAO					Section: General Admin and Support Section/ Conservation and Development Section			
Position: ADMINISTRATIVE AIDE VI					Division: General Admin and Support / Conservation and Development			
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				2021-429 2021-1267	Coordination	Adaptive Capacities of Human Communities and Natural Systems improved	Coordinated with Barangay Local Government and LGU of Municipality of Bulalacao re: preparation of Characterization and Vulnerability assessment of Cavilian Watershed	4 days
				2021-1266	Coordination	Soil Conservation and Watershed Management including River Basin Management and Development	coordinated with Barangay Local Government and LGU of Municipality of Bongabong re: data from CLUP to be included in Bongabong Integrated Watershed Management Plan	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				2021-1267	Hearing	Forest Protection and Law Enforcement	attend hearing at RTC Roxas on March 25, 2021 re: criminal case no. M-21-3291	1 day
			√		Coordination	Payments	coordinated with PENRO Financial Unit for the approved payments of CENRO Roxas	4 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Coordination	General Admin and Support	Coordinated with PENRO GSS re: Project Procurement Management Plan for goods CY 2021.	2 days
			√		Travel Order	Checking and preparing of Travel Order	Preparing of Travel Order and accomplishment reports	1 day

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor: JOSE T. MONTECALVO

Name: DALE MELCHOR A. ALAGAO				Section: General Admin and Support Section/ Conservation and Development Section				
Position: ADMINISTRATIVE AIDE VI				Division: General Admin and Support / Consercation and Development				
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
A. TARGET- RELATED ACTIVITIES				2021-099 2021-313	Coordination	Adaptive Capacities of Human Communities and Natural Systems improved	Coordinated with LGU of Bulalacao re: preparation of Characterization and Vulnerability assessment of Cavilian Watershed	3 days
				OB	Inventory	Water Resource Utilization	Conducted inventory of water users and identification of water sources.	2 days
				2021-373	Coordination and inspection	Soil Conservation and Watershed Management including River Basin Management and Development	coordinated with LGU of Municipality of Bongabong re: Bongabong Integrated Watershed Management Plan and assisted in the conduct of ocular inspection of area on the proposed SWIS at Happy Valley, Roxas, Or. Mdo.	4 days
				2021-313	deliver letter	Stakeholders Meeting	delivered letter to Bulalacao and Bongabong for the upcoming Stakeholders Meeting for the preparation of budget proposal for CY-2022.	1 day
				OB	Hearing	Forest Protection and Law Enforcement	Attended hearing on criminal case to Joel Casidsid re: Violation of PD 705	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)		√			PPMP for goods	consolidation of requested office supplies of CENRO Roxas	coordinated with Unit and Sector heads of CENRO Roxas for the consolidation of requested office supplies and other equipments for CY-2021	4 days
		√		OB	Official documents	Payments	coordinated with PENRO Financial Unit for the approved payments of CENRO Roxas	4 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		√		OB	Official documents	General Admin and Support	Coordinated with PENRO GSS re: Project Procurement Management Plan for goods CY 2021.	2 days
		√		2021-100	Official documents	General Admin and Support	coordinate with PENRO GSS re: Inventory List of Unserviceable Properties and Equipment and Apprehended Conveyances and Forest Products with issued Confiscation Order and other general services matter. To follow-up official documents of CENRO Roxas	1 day
		√			Travel Order	Checking and preparing of Travel Order	Preparing of Travel Order and accomplishment reports	1 day

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor: JOSE T. MONTECALVO

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Position: ADMINISTRATIVE AIDE VI				Division: General Admin and Support / Consorcation and Development				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		E-mail	Any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action for information purposes only	daily
			√		PPMP for goods	consolidation of requested office supplies of CENRO Roxas	coordinated with Unit and Sector heads of CENRO Roxas for the consolidation of requested office supplies and other equipments for CY-2021	4 days
			√		Official documents	Payments	coordinated with PENRO Financial Unit for the approved payments of CENRO Roxas	4 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√	2021-131	Official documents	General Admin and Support	Coordinated with PENRO MSD re: SALN of CENRO Roxas and Contract of Service of RLTA. Coordinated with PENRO GSS re: Project Procurement Management Plan for goods CY 2021.	2 days
			√	2021-142	Official documents	General Admin and Support	To coordinate with PENRO GSS re: issuance and release of 2 Motorcycles to be received by CENRO Roxas and Project Procurement Management Plan for supplies for CY 2021. To follow up official documents of CENRO Roxas	1 day
			√		Travel Order	Checking and preparing of Travel Order	Preparing of Travel Order and accomplishment reports	1 day

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor: JOSE T. MONTECALVO