IN——UAL PERFORMANCE COMMITMENT AND REVIEW FC

I. DALE MELCHOR A. ALAGAO, of the CENRO-ROXAS of Soil Conservation and Watershed Management commit to deliver and agree to be rated the attainment of the following targets in accordance with the indicated measures for the period January to June, 2021.

DALE MELCHOR A. ALAGAO

//		Date:					
Reviewed by:	Date	Approved by:					
JOSÉ TAMONTICA		ALMA E. GII	BE				
Immediate Supervisor/ EcoMS II/Chief, CDS	/	Head of Office OK-CENRO					
ONTINET.	Success Indicators		T	Rating	ıg		
OGLEAL	(Targets+Measures)	Actual Accomplishments	Q1 E2	2 T	Г3	A4	
GENERAL ADMINISTRATION AND							
SUPPORT SERVICES							
	One (1) consolidated Project Procurement Management Plan-Non-	One (1) consolidated Project Procurement Management					
	CSE (PPMP) submitted to CENRO following the prescribe	Plan-Non-CSE (PPMP) submitted to CENRO following	3.000	4.500	5.000	4.167	
	format on the prescribed period	the prescribe format on February 9, 2021					
	O- (I) El-A-I B- i- A B A M A Bloom	O. (I) Elect Point	+				
	One (1) consolidated Project Procurement Management Plan- CSE (PPMP) submitted to CENRO following the prescribe	One (1) consolidated Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the					
	format on the prescribed period	prescribe format on February 2, 2021	3.000	4.500	3.000	3.750	
	, , , , , , , , , , , , , , , , , , ,	p					
	One Inventory Report of Physical Count of Property, Plant and	One Inventory Report of Physical Count of Property, Plant					
	Equipment submitted to Admin on January 20, 2021	and Equipment submitted to Admin on January 15, 2021	3.000	5.000	3.500	3.833	
		thru email					
	One (1) SALN prepared and submitted toAdmin based on	One (1) SALN prepared and submitted toAdmin based on					
	Section 8 of RA 6713 on February 20, 2021	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	One (1) IPCR (commitment) based on approved SPMS	2.000	4 500	2 500	2.667	
	guidelines to be submitted to Admin Section on prescribed period	guidelines to be submitted to Admin Section on prescribed period with 100% accuracy	3.000	4.500 3.500		3.667	
		period with 100% accuracy	-		-		
	100% of documents acted upon with partial/minor revision need	100% of documents acted upon with partial/minor revision	1 1				
Actions on Documents/ Requests	7 working days for simple documents and 15 days for complex	need 7 working days for simple documents and 15 days for	5.0	5.000 5.000	5.000	5.000	
	documents upon receipt	complex documents upon receipt					
ADAPTIVE CAPACITIES OF HUMAN CO	MMUNITIES AND NATURAL SYSTEMS IMPROVED (Env	incompact and National Decourses Decilionar Drogram)					
ADAPTIVE CAPACITIES OF HUMAN CO	MMUNITIES AND NATURAL STSTEMS IMPROVED (ENV	ironment and Natural Resouces Resiliency Program)					
	Gather relevant data based on FMB Technical Bulletin No. 16-A						
	and prepare documentation on the conduct of Watershed						
Watershed Characterization	Characterization with Vulnerability Asssesment d with report						2ND SEM TARGET
	submitted to Chief, Conservation and Developmnt Section by the						
	end of September 2021						
otal Overall Rating			15.000 2	28.000 2.	23.500	24.083	
inal Average Rating			3.000	4.667 3	3.917	4.014	
Adjectival Rating			VER	Y SATISFO	CATOR	RY	
Comments and Recommendations for Development	Purposes	1					
with dedication	in performing his duties and	responsibilities.					
Discussed with Date	Assessed by:	Date Final Rating by:				Date	
the last	I certify that I discussed my assessment of the performance with the embloyee		_				1
DALE MELCHOR A ALAGAO 8/18/2	10 Tobour	8 19 202	>			8	19/2021
DALE WELCHOR A ALAGAO 8/18/20	ARABELLE JOY/V. TAMAYOSA Credit Officer I/In-Charge, Admin	OIC-CENRO				0 (1 1/2 021
Employee	Supervisor	Head of Offic					

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

Name: DALE MELCHOR A. ALA	AGAO					Section: General Admin and Support Section/ Conservation and Development Section			
Position: ADMINISTRATIVE AII	DE VI					Division: General Admin and Support / Consercation and Development			
				MONT	THLY ACCOMPLISHMEN	NT MONITORING FORM for: June 2021			
	Т	уре	Nature			Details of	the Activity		
A. TARGET- RELATED ACTIVITIES	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	
					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 (othe 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		Prepared payment for requested office supplies to be procured	2 days	
C. OTHER FUNCTIONS AND DUT other activities not related to the l	Division		√		Coordination	General Admin and Support	Coordinated with PENRO GSS re: Project Procurement Management Plan for goods CY 2021.	2 days	
but other designations, functions concurrent capacities)	anu								
			1		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: OSE T. MONTECALVO

Name: DALE MELCHOR A. ALA	AGAO					Section: General Admin and Support Section/ Conservation and Development Section				
Position: ADMINISTRATIVE AIL	DE VI					Division: General Admin and Support / Consercation and Development				
				MO	NTHLY ACCOMPLISHM	IENT MONITORING FORM for: May 2021				
	T	уре	Nature			Details of t	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		
					Coordination	Adaptive Capacities of Human Communities	Coordinated with Barangay Local Government and LGU of Municipality of Bulalacao re: preparation of Characterization and Vulnerability assessment of Cavilian Watershed	2 days		
					Coordination	and Natural Systems improved	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 ACTIVITIE			√		Coordination	Payments	coordinated with PENRO Financial Unit for the approved payments of CENRO Roxas	4 days		
activities related to the Division or Ofi outside of the targets)	r Office				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 Divisi			4		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		
but other designations, functions concurrent capacities)	ariu						B			
ondition odpaonios	N		√		Travel Order	Checking and preparing of Travel Order	Preparing of Travel Order and accomplishment reports	1 day		
						101				

Signature of the Employee: Date Accomplished: _



Name: DALE MELCHOR A. AL	AGAO					Section: General Admin and Support Section/ Conservation and Development Section				
Position: ADMINISTRATIVE All	DE VI					Division: General Admin and Support / Consercation and Development				
				N	MONTHLY ACCOMPLIS	HMENT MONITORING FORM for: April 2021				
	Т	уре		Nature		Details of	f the Activity			
A. TARGET- RELATED ACTIVITIES	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		
				ОВ	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		
				ОВ	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		
			1		document	payments	prepared payment for the replishment of Petty Cash of CENRO Roxas	2 days		
B. MISCELLANEOUS ACTIVITIES activities related to the Division of			V		document	Payments	Prepared payment for requested office supplies to be procured	2 days		
outside of the targets)	or Onice		1		Official documents	Payments	coordinated with PENRO Financial Unit for the approved payments of CENRO Roxas	4 days		
			√		Official documents	General Admin and Support	Coordinated with PENRO GSS re: Project Procurement Management Plan for goods CY 2021.	2 days		
C. OTHER FUNCTIONS AND DUTIE. (other activities not related to the Div. but other designations, functions and concurrent capacities)	Division		V		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 Y. MONTECALVO

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

Signature of the Employee: Date Accomplished:

Verified by the Immediate Supervisor, JOSE T. MONTECALVO

Name: DALE MELCHOR A. ALA	AGAO					Section: General Admin and Support Section/ Conservation and Development Section			
Position: ADMINISTRATIVE All	DE VI					Division: General Admin and Support / Consercation and Development			
					MONTHLY ACCOMPL	ISHMENT MONITORING FORM for: January 2021			
	Т	уре	N	lature		Details of	the Activity		
A. TARGET- RELATED ACTIVITIES	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			1		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	
		,	1		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	
outside of the targets)			V		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	
			1	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	
			1		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: JOSET MONTECALVO