

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **LOLITA Z. ALFANTE**, Forester **II** of the **DENR, CENRO Roxas, Or. Mindoro**, Division of **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

Lolita Z. Alfante
LOLITA Z. ALFANTE
Ratee

Date:

Reviewed by: <i>Nanette B. Capacio</i>	Date	Approved by: <i>Alma E. Gibe</i>	Date
NANETTE B. CAPACIO LMO III/ Chief Regulation and Permitting Section		ALMA E. GIBE OIC-CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION							
	100% submission of SALN to DENR personnel	100% submission of SALN to DENR personnel	3.000	5.000	4.500	4.167	
Preparation and Submission of IPCR	One (1) IPCR (commitment) based on approved SPMS guidelines submitted to Admin Section on prescribed period	One (1) IPCR (commitment) based on approved SPMS guidelines submitted to Admin Section on prescribed period	3.000	5.000	5.000	4.333	
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	4.500	4.750	
Adaptive Capacities of Human Communities Band Natural Systems Improved (Environment and natural Resources Resiliency Program)							
	Assist and Jointly undertake the activities in the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Development Section by the end of September 2021						2nd sem target
Total Over all Rating			6.000	15.000	14.000	13.250	
Final Average Rating			3.000	5.000	4.667	4.417	
Adjectival Rating							

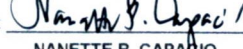
Comments and Recommendations for Development Purposes

Need training on computer literacy, with initiative to learn other forestry activities.

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
<i>Lolita Z. Alfante</i> LOLITA Z. ALFANTE Employee	8/18/2021	I certify that I discussed my assessment of the performance with the employee <i>Arabelle Joy T. Mayosa</i> ARABELLE JOY T. MAYOSA Credit Officer I/ In-Charge Admin	8/19/2021	<i>Alma E. Gibe</i> ALMA E. GIBE OIC-CENRO	8/19/2021


Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : JANUARY 2021								
A. TARGET-RELATED ACTIVITIES	Type		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
	PBB related	Other regular targets based on WFP						
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
			√		reports	Draft a report as per activities conducted on the last week activities	Submitted Draft a report to the Unit head as per activities conducted on the last week activities	every Monday
			√		reports	act on the communication referred by the section chiefs	acted on the communication referred by the section chiefs	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: 
 LOLITA Z. ALFANTE
 FORESTER II

Verified by the Immediate Supervisor: 
 NANETTE B. CAPACIO
 LMO III/ Chief, RPS


Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : FEBRUARY 2021								
A. TARGET- RELATED ACTIVITIES	Type				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
					Inventory of Planted Trees	Conduct inspection and invenotry of trees upon request by the client	Conducted inspection and invenotry of trees upon request by the client	3 days
					IMPW	Coordinate with Brgy. LGUs of Bongabong in the preparation of IWMP in Bongabong Watershed	Coordinated with Brgy. LGUs of Bongabong in the preparation of IWMP in Bongabong Watershed	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
			✓		reports	Draft a report as per activities conducted on the last week activites	Submitted Draft a report to the Unit head as per activities conducted on the last week activites	every Monday
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								On leave (Feb. 15-19, 2021)

Signature of the Employee: 
LOLITA Z. ALFANTE
 FORESTER II

Verified by the Immediate Supervisor: 
NANETTE B. CAPACIO
 LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : MARCH 2021								
A. TARGET- RELATED ACTIVITIES	Type				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
					IWMP	Assist in the conduct of Orientation in preparation to Integrated Watershed Management Plan (IWMP) of Bongabong Watershed	Assisted in the conduct of Orientation in preparation to Integrated Watershed Management Plan (IWMP) of Bongabong Watershed	1 day
					Characterization of Cavilian Watershed	Assist in the conduct of Orientation for Characterization with Vulnerability Assessment of Cavilian Watershed at Municipia LGU of Bulalacao	Assist in the conduct of Orientation for Characterization with Vulnerability Assessment of Cavilian Watershed at Municipia LGU of Bulalacao	1 day
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
			✓		reports	Draft a report as per activities conducted on the last week activites	Submitted Draft a report to the Unit head as per activities conducted on the last week activites	every Monday
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Inventory of Trees	Conduct Inspection and inventory of Planted Trees upon request by the client	Conducted Inspection and inventory of Planted Trees upon request by the client	3 days

Signature of the Employee: 
 LOLITA Z. ALFANTE
 FORESTER II

Verified by the Immediate Supervisor: 
 NANETTE B. CAPACIO
 LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : APRIL 2021								
A. TARGET- RELATED ACTIVITIES	Type				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
					Characterization of Cavilian Watershed	Assist in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment		
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
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Signature of the Employee: _____

LOLITA Z. ALFANTE
FORESTER II

Verified by the Immediate Supervisor: _____

NANETTE B. CAPACIO
LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : MAY 2021								
A. TARGET- RELATED ACTIVITIES	Type				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
					Characterization of Cavilian Watershed	Assist in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment	Assisted in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment	2 days
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
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Signature of the Employee:

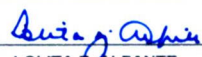

 LOLITA Z. ALFANTE
 FORESTER II

Verified by the Immediate Supervisor:


 NANETTE B. CAPACIO
 LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : JUNE 2021								
A. TARGET- RELATED ACTIVITIES	Type				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
					Characterization of Cavilian Watershed	Assist in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment	Assisted in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment	2 days
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
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C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Inventory of Trees	Conduct Inspection and inventory of Planted Trees upon request by the client	Conducted Inspection and inventory of Planted Trees upon request by the client	3 days
								ON LEAVE (29-30,2021)

Signature of the Employee:



LOLITA Z. ALFANTE

FORESTER II

Verified by the Immediate Supervisor:



NANETTE B. CAPACIO

LMO III/ Chief, RPS