

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARITES D. ALMAREZ**, of the **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 **January to June 2021**.

Ratee:

MARITES D. ALMAREZ

Date:

Reviewed by:	Date:	Approved by:	Date:
REYNALDO P. PUDIQUET		ALMA E. GIBE	
Immediate Supervisor: Chief, Monitoring and Enforcement Section		OIC-CENRO	

OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services							
Submission of Individual SALN	1. One (1) Statement of Assets and Liabilities and Networth (SALN) prepare and submit to Admin Officer based on Section 8 of RA 6713 on February 15, 2021	1. One (1) Statement of Assets and Liabilities and Networth (SALN) prepared and submitted to Admin Officer on Section 8 of RA 6713 on February 15, 2021	3.000	5.000	5.000	4.333	
Submission of IPCR	1. One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section on prescribed period with 100% accuracy	1. One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section for the period of January to December 2021 on prescribed period with 100% accuracy	3.000	5.000	3.000	3.667	
Actions on Documents/Requests	100% of documents acted upon Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office	100% of documents acted upon Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office		3.000	3.000	3.000	
Operations: Natural Resources Enforcement and Regulation Program							
Support to full operationalization of Lawin System	Ensured recording of 120 kilometers patrol route within conservation area using Cybertracker, all observations made by the spotter and action taken decided by the team leader upon consultation with the team with report submitted to Chief, Monitoring and Enforcement Section every 18th day of the month with 100% accuracy.	Ensured recording of 127.05 kilometers patrol route within conservation area using Cybertracker, all observations made by the spotter and action taken decided by the team leader upon consultation with the team with report submitted to Chief, Monitoring and Enforcement Section every 18th day with 100% accuracy.	5.000	5.000	5.000	5.000	Designated Recorder
Total Overall Rating			11.000	18.000	16.000	16.000	
Final Average Rating			3.667	4.500	4.000	4.000	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes <i>More trainings on forest law enforcement & Lawin System</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
MARITES D. ALMAREZ Forest Ranger Employee	8/18/2021	I certify that I discussed my assesment of the performance with the employee ARABELLE JOY TAMAYSA In-charge, Admin. Unit	8/19/2021	ALMA E. GIBE OIC-CENRO	8/19/2021		

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

Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 1-31, 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
	√			Trave Order #157	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
					Holiday (Jan 1)			1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					LEAVE (Jan. 19, 28-29)			3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Document Tracking	Any Document Tracking	Attached documents tracking in any documents received	Daily

Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO PUDIQUET 

Name: MARITES D. ALMAREZ				Section: ENFORCEMENT SECTION				
Position: FOREST RANGER				Division:				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 1-28, 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
	√			Travel Order # 257	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 301	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 396	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-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 other designations, functions and concurrent capacities)								
		√		Document Tracking	Any Document Tracking	Attached documents tracking in any documents received	Daily	

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO  PUDIQUET

Name: MARITES D. ALMAREZ								
Position: FOREST RANGER					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 1-31, 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
	√			Travel Order # 457	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 509	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 718	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 1238	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
					CENRO DISINFECTION		CENRO DISINFECTION	3 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)								
		√		Document Tracking	Any Document Tracking	Attached documents tracking in any documents received	Daily	

Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO PUDIQUET 

Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 1-30, 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	√			Travel Order # 1425	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
					Holiday (Apr. 1-2)			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 other designations, functions and concurrent capacities)			√		Document Tracking	Any Document Tracking	Attached documents tracking in any documents received	Daily

Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO PUDIQUET 

Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: May 1-31, 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
	√			Travel Order # 1694	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 1796	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 1954	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					LEAVE (May 24-28&31)			6 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		√			Document Tracking	Any Document Tracking	Attached documents tracking in any documents received	Daily

Signature of the Employee: 

Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO PUDIQUET 

Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: June 1-30, 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
	√			Travel Order # 2198	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 2276	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
	√			Travel Order # 2344	LAWIN	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	2 days including travel time
					Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								
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Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO D. PUDIQUET 