

## B. Individual Performance Commitment and Review Form






## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JOB G. BIEN, Forest Technician II of the CENRO Roxas- 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 May 2021.

Ratee:

Date:

  
**JOB G. BIEN**

Reviewed by:  <b>REYNALDO P. PUDIQUET</b> Sector Head		Date	Approved by:  <b>ALMA E. GIBE</b> OIC-CENRO	Date			
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>General Administration and Support Services</b>							
Submission of Individual SALN	One (1) Statement of Assets and Liabilities and Networth (SALN) prepare and submit to Admin based on Section 8 of RA 6713 on February 20, 2021	One (1) Statement of Assets and Liabilities and Networth (SALN) prepare and submit to Admin based on Section 8 of RA 6713 on February 20, 2021 with 100% accuracy	3.000	5.000	5.000	4.333	
Submission of IPCR	One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section on prescribed period	One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section 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		5.000	3.000	4.000	
Total Overall Rating			6.000	15.000	11.000	12.000	
Final Average Rating			3.000	5.000	3.667	<b>4.000</b>	
Adjectival Rating			<b>VERY SATISFACTORY</b>				
Comments and Recommendations for Development Purposes <i>Recommended for Tech. Writing + GIS.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
 <b>JOB G. BIEN</b> Employee		I certify that I discussed my assesment of the performance with the employee  <b>MARITES B. LANDICHO</b> In-Charge, Administrative Unit		 <b>ALMA E. GIBE</b> OIC-CENRO			

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

Name: JOB G. BIEN					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN II					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: MAY, 2020								
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 No. 1667-21, 1790-21, 1962-21, 2004-21	Coordination Meeting	RESURVEYING OF TENURIAL INSTRUMENTS	Travel to Bongabong, Roxas and Bulalacao to coordinate & to conduct exit meeting of resurveying with CBFM org. of STANLEY CBFM & FORSIHAMA CBFM & BALATBAT CBFM	6 days including travel time
					Meeting	CSC EVALUATION AND ASSESSMENT	Travel to Mansalay to conduct meeting with CSC Holders	6 days including travel time
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)						HOLIDAY	May 13, 2021	1 day
						LEAVE	May 24-25, 2021	2 days

Signature of the Employee:  \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO B. PUDIQUET  
Forester II/Chief, MES

Name: JOB G. BIEN					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN II					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: APRIL, 2020								
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 No. 2021-1290, 2021-1376, 2021-1349, 2021-1290	Survey, relocation and mapping	Re-surveying of Tenurial Area	Travel to Bongabong, Bulalacao to conduct resurveying, relocating and mapping of STANLEY CBFM & BALATBAT CBFM corners.	16 days including travel time
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)						HOLIDAY	April 1-2 & 9, 2021	3 days


Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO PUDIQUET  
Forester III/Chief, MES




Name: JOB G. BIEN				Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN II				Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: MARCH, 2020							
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)
	√			Travel Order No. 2021-459	Coordination and Meeting	Re-surveying of Tenorial Area	Travel to Bulalacao, Roxas & Bongabong to conduct meeting for re-surveying /relocation of corners of STANLEY CBFM, BALATBAT CBFM, & FORSIHAMA CBFM
				Travel Order No. 2021-517	Survey, relocation and mapping	Re-surveying of Tenorial Area	Travel to Roxas and Bongabong to conduct resurveying, relocating and mapping of STANLEY CBFM corners.
	√			Travel Order No. 2021-724	Evaluation and Assessment	CSC EVALUATION AND ASSESSMENT	Travel to Bulalacao to conduct performance evaluation and assessment of expired CSC
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)							

Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:   
REYNALDO D. PUDIQUET  
Forester III/Chief, MES

Name: JOB G. BIEN					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN II					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: FEBRUARY, 2020								
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 No. 2021-240 & 2021-270, 2021-347, 2021-401	Coordination, Meeting & Assessment	CSC EVALUATION AND ASSESSMENT	Travel to Bulalacao to coordinate barangay LGU's regarding in the conduct of CSC assessment. To conduct meeith CSC Holders and conduct Performance and Evaluation and assessment of expired CSC.	12 days including travel time
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)								
						HOLIDAY	February 12 & 25, 2021	1 DAY

Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:   
REYNALDO D. PUDIQUET  
Forester II/Chief, MES

Name: JOB G. BIEN					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN II					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: JANUARY, 2020								
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)						WORK FROM HOME/OFFICE DISINFECTION	January 20-22, 2021	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)						HOLIDAY	January 1, 2021	1 DAY
						LEAVE	January 15,28 &29, 2021	3 days

Signature of the Employee:  \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO D. PUDIQUET  
Forester III/Chief, MES