



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

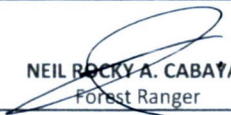


I, NEIL ROCKY A. CABAYAO, of the DENR - CENRO ROXAS, ORIENTAL MINDORO, Division of Monitoring and Enforcement Section commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of JANUARY TO JUNE, 2021.

Ratee:

NEIL ROCKY A. CABAYAO

Date:

Reviewed by:	Date	Approved by:	Date
 REYNALDO D. PUDIQUET Chief MES		 ALMA E. GIBE OIC-CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services	1. One (1) statement of Assets and Liabilities and Networkth (SALN) prepare and submit to Admin Officer within prescribe time with 100% accuracy	1. One (1) statement of Assets and Liabilities and Networkth (SALN) prepared and submit to Admin Officer within prescribe time with 100% accuracy	3.000	5.000	5.000	4.333	
Submission of Individual SALN	1. One (1) IPCR (Commitment) based on approved OPCR to be submitted acted upon	1. One (1) IPCR (Commitment) based on approved OPCR to be submitted to Admin Section for thre period from January to December 2021	3.000	5.000	3.000	3.667	
Action on Documents/Request	100% of documents acted upon	100% of documents acted upon		3.000	3.000	3.000	
	Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office	Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office					
Operations: Natural Resources Enforcement and Regulation Program							
Support to full operation of Lawin System	Assess and observe 120 kilometers patrol route within conservation area, forest conditions every 100 meters and alert the team on the identify threats and indicator species with report submitted to Chief Monitoring and Enforcement Section every 18th day of the month with 100% accuracy.	Assessed and observed 146.22 kilometers patrol route within conservation area, forest conditions every 100 meters and alert the team on the identify threats and indicator species with report submitted to Chief Monitoring and Enforcement Section every 18th day of the month with 100% accuracy.	5.000	5.000	5.000	5.000	Assistant Team Leader
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 Recommendation for Development Purposes <i>Recommended for more training on protected area management.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:		Date	
		I certify that I discussed my assessment of the performance with the employee					
 NEIL ROCKY A. CABAYAO Forest Ranger	8/18/2021	 ARABELLE JOY V. AMAYOSA In-charge Admin. Unit	8/19/2021	 ALMA E. GIBE OIC-CENRO		8/19/2021	
Employee							

Name: NEIL ROCKY A. CABAYAO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger (PA)					Division:			
MONTHLY ACCOMPLISHMENT : JANUARY , 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	✓		✓		PDS	Updating of the Personal Data Sheet (PDS)	Update the Personal Data Sheet (PDS and submit to Personnel Section	1 day
			✓		SALN/IPCR	SALN and IPCR as of December 31, 2020	Updated SALN/IPCR as of December 31, 2020 submitted to Personnel Section- Administrative Division on January 2021	1 day
				TO # 2021-211	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
			✓		Clients	Entertain the clients	Answered clients queries	daily
			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	1 day
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)							
WORK FROM HOME (OFFICE DISINFECTION) January 20, 21 and 22, 2021								3 days
HOLIDAY (January 1, 2021)								1 day
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 R. PUDIQUET

Forester III/Chief MES

Name: NEIL ROCKY A. CABAYAO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger (PA)					Division:			
MONTHLY ACCOMPLISHMENT : 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				TO # 2021-254	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-342	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-403	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days
			✓		Clients	Entertain the clients	Answered clients queries	daily
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. PUDIKUET

Foreste III/Chief MES

Name: NEIL ROCKY A. CABAYAO					Section: Monitoring and Enforcement Section		
Position: Forest Ranger (PA)					Division:		
MONTHLY ACCOMPLISHMENT : MARCH , 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)
	✓			TO # 2021-450	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay
				TO # 2021-502	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay
				TO # 2021-715	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay
				TO # 2021-1251	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Clients	Entertain the clients	Answered clients queries
			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					WORK FROM HOME (OFFICE DISINFECTION) March 29, 30 and 31, 2021		

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO P. PUDIQUET

Forester III/Chief MES

Name: NEIL ROCKY A. CABAYAO				Section: Monitoring and Enforcement Section				
Position: Forest Ranger (PA)				Division:				
WEEKLY ACCOMPLISHMENT : 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				TO # 2021-1422	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	1 day
			✓		Clients	Entertain the clients	Answered clients queries	daily
						PENRO SPECIAL ORDER NO. 2121-30 (WORK FROM HOME)	April 5,6,12,13,19,20,22,23, 2021	8 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						HOLIDAY	April 1, 2, 2021	2 days
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 P. PUDIQUET

Forester III/Chief MES

Name: NEIL ROCKY A. CABAYAO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger (PA)					Division:			
MONTHLY ACCOMPLISHMENT : MAY , 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
				TO # 2021-1689	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-1803	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	4 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-1958	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-1980	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	4 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days
			✓		Clients	Entertain the clients	Answered clients queries	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					ON LEAVE	17-May-21	1 day	
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 A. TUDIQUET

Forester III/Chef MES

Name: NEIL ROCKY A. CABAYAO				Section: Monitoring and Enforcement Section				
Position: FOREST RANGER (PA)				Division:				
MONTHLY ACCOMPLISHMENT : 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				TO # 2021-	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	4 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	4 days
				2342	Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	1 day
				2649	Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)		✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days	
		✓		Clients	Entertain the clients	Answered clients queries	daily	
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 S. PUDQUET

Forester III/Chief MES