



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, NANETTE B. CAPACIO, of the DENR - CENRO ROXAS, ORIENTAL MINDORO, Division of RPS 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:


NANETTE B. CAPACIO

Date:

Reviewed by:  ALMA E. GIBE DMO V/OIC-CENRO	Date	Approved by:  ALMA E. GIBE DMO V/OIC-CENRO	Date					
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks	
			Q1	E2	T3	A4		
GENERAL ADMINISTRATION AND SUPPORT SERVICES								
	100% of allotment under Regulation and Permitting Section utilized (All billing documents submitted to PENRO) by December 10, 2021						To be rated on Second Sem CY 2021	
	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submit to CENRO following the prescribe format on the prescribed period	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period with 100% accuracy	3.000	4.500	3.000	3.500		
	One (1) Project Procurement Management Plan-CSE (PPMP) submit to CENRO following the prescribe format on the prescribed period	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period with 100% accuracy.	3.000	4.500	3.000	3.500		
	One (1) SALN prepare and submit to Admin based on Section 8 of RA 6713 on February 20, 2021	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 15, 2021 with 100% of accuracy.	3.000	5.000	4.500	4.160		
	One (1) IPCR (commitment) based on approved OPCR submit to Admin Section on prescribed period	One (1) IPCR (commitment based on aproved OPCR submitted to Admin Section on prescribed period	3.000	5.000	4.500	4.160		
	100% Permit Applications process and endorse to PENRO						To be rated on Second Sem CY 2021	
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	5.000	5.000		

SUPPORT TO OPERATIONS

	100% of all databases (LAMS) update and submit to CENRO by December 15, 2021						To be rated on Second Sem CY 2021
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month	6 Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month.		5.000	3.000	4.000	
	Regulation and Permitting Section (RPS) Work and Financial Plan prepare and submit based on 2021 Planning Guidelines to CENRO Planning on the prescribed period	Regulation and Permitting Section (RPS) Work and Financial Plan prepared and submitted based on 2021 Planning Guidelines to CENRO Planning on the prescribed period	3.000	4.000	3.000	3.330	


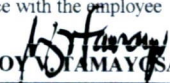

NATURAL RESOURCES AND ENFORCEMENT REGULATORY PROGRAM

Resolution of Lands Cases with claims and Conflicts	80% of 7 land disputes/cases resolved amicably and through regular procedure with report submitted to CENRO on December 15, 2021	3 land disputes/cases resolved amicably and through regular procedure with report submitted to CENRO on prescribed period.		4.500	4.500	4.500	
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NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM

Land Survey, Disposition and Records Management	110 carpeta for residential patents screen within Five (5) calendar days and forward to CENRO based on RA 10023 and DAO 2010-12 and 2019-11						To be rated on Second Sem CY 2021
	125 lots surveyed and approved submitted to PENRO by mid of December 2021						To be rated on Second Sem CY 2021
	Two (2) Special patented by end of September 2021						To be rated on Second Sem CY 2021
	One draft proclamation with complete documents prepared and submitted to PENRO						To be rated on Second Sem CY 2021
Total Over-all Rating			15.000	37.500	30.500	32.150	
Final Average Rating			3.000	4.688	3.813	4.019	
Adjectival Rating			VERY SATISFACTORY				

Can handle his sector very effectively.

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 NANETTE B. CAPACIO LMO III/Chief, RPS	8/18/2021	I certify that I discussed my assessment of the performance with the employee  ARABELLE JOY V. TAMAYOSA Credit Officer / In-charge Admin	8/19/2021	 ALMA E. GIBE DMO V/OIC-CENRO	8/19/2021

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

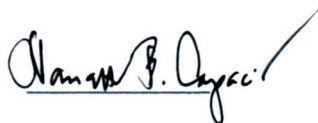
Name: NANETTE B. CAPACIO					Section: Regulation and Permitting Sec			
Position: Land Management Officer III					Division: N/A			
QUARTERLY ACCOMPLISHMENT MONITORING FORM for: First Quarter (January-March 2021)								
	Type		Nature		Details of the Activity			
	PBB Related	Other regular targets based 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			✓		Individual Performance Commitment and Review	Submit Individual Performance Commitment and Review (IPCR) with rating to Administrative Section for July to December 2020	Submitted Individual Performance Commitment and Review (IPCR) with rating to Administrative Section for July to December 2020	1 day
			✓		Individual Performance Commitment and Review	Submit Individual Performance Commitment and Review (IPCR) based on approved SPMS guidelines to Administrative Section	Submitted Individual Performance Commitment and Review (IPCR) based on approved SPMS guidelines to Administrative Section	1 day
			✓		Daily Time Record	Submit Daily Time Record to Finance and Administrative Section	Submit Daily Time Record to Finance and Administrative Section	3 days
			✓		Monthly Accomplishment Report	Supervise and check Monthly Accomplishment Report for January 2021	Supervised and checked Monthly Accomplishment Report for January 2021	1 day
			✓		Price Monitoring Report	Check and review Price Monitoring Report for January 2021	Checked and reviewed Price Monitoring Report for January 2021	1 day
			✓		Statement of Assets, Liabilities and Net Worth	Submit Statement of Assets, Liabilities and Net Worth	Submitted Statement of Assets, Liabilities and Net Worth	1 day
			✓		Residential Free Patent Applications	Supervise and validate Residential Free Patent Applications for signature of CENRO and approval of PENRO for First Quarter	Supervised and validated thirteen (13) Residential Free Patent Applications for signature of CENRO and approval of PENRO for First Quarter	2 days
			✓		Monthly Accomplishment Report	Supervise and check Monthly Accomplishment Report for February 2021	Supervised and checked Monthly Accomplishment Report for February 2021	1 day
			✓		Special Patent Application	Process and supervise the special patent of national or local government institution	Processed and supervised the special patent of national or local government institution	3 days
			✓		Price Monitoring Report	Check and review Price Monitoring Report for February 2021	Checked and reviewed Price Monitoring Report for February 2021	1 day
			✓		Draft Proclamation	Process and supervise the draft proclamation of special patent of national or local government institution within timberland	Processed and supervised the draft proclamation of special patent of national or local government institution within timberland	1 day
			✓		Monthly Accomplishment Report	Supervise and check Monthly Accomplishment Report for March 2021	Supervised and checked Monthly Accomplishment Report for March 2021	1 day
			✓		Price Monitoring Report	Check and review Price Monitoring Report for March 2021	Checked and reviewed Price Monitoring Report for March 2021	1 day

	Type		Nature		Detail 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			✓		Quarterly Statistical Report	Supervise and check Quarterly Statistical Report for the First Quarter of 2021	Supervise and check Quarterly Statistical Report for the First Quarter of 2021	1 day
			✓		Inventory Report for Tree Planted within the Private Land	Supervise and validate all the Inventory Report for Tree Planted within the Private Land	Supervised and validated all the Inventory Report for Tree Planted within the Private Land	as report submitted
			✓		Chainsaw Permit	Supervise and validate all the Request for Chainsaw Permit	Supervised and validated all the Request for Chainsaw Permit	as request submitted
			✓		Assessment of Fees and Charges	Sign and check assessment of fees and charges for the permit of land and land resource use	Signed and checked assessment of fees and charges for the permit of land and land resource use	as needed
			✓		Cases Resolved and Decided	Check and supervise the cases resolved and decided	Checked and supervised the cases resolved and decided	as needed
			✓		Alternative Dispute Resolution	Conduct Alternative Dispute Resolution of land claims and conflict upon recommendation	Conducted Alternative Dispute Resolution of land claims and conflict upon recommendation	as needed
			✓		Communications	Papers/documents/communications referred to Regulation and Permitting Section	Papers/documents/communications acted upon receipt	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-197	Rapid Land Tenure Appraisal	Supervise the conduct of activities under Rapid Land Renure Appraisal (RLTA)	Travel to San Isidro, Roxas, Oriental Mindoro and supervised the conduct of activities under Rapid Land Renure Appraisal (RLTA) (January 5-6, 2021)	2 days including travel time
				TO # 2021-129	Rapid Land Tenure Appraisal	Coordinate with the Barangay Local Government Unit regarding the activities of the Rapid Land Tenure Appraisal	Travel to San Miguel, Odiong, San Isidro, and Bagumbayan, all within Roxas, Oriental Mindoro and coordinated with the Barangay Local Government Unit regarding the activities of the Rapid Land Tenure Appraisal (January 7, 2021)	1 day including travel time
				TO # 2021-129	Ocular Inspection	Conduct of ocular inspection regarding the case entitled "Heirs of Nestor Ferran versus Elma Bansuli" covering Lot No. 3269, Cad-506	Travel to Morente, Bongabong, Oriental Mindoro and conducted ocular inspection regarding the case entitled "Heirs of Nestor Ferran versus Elma Bansuli" covering Lot No. 3269, Cad-506 (January 8, 2021)	1 day including travel time
				TO # 2021-137	Rapid Land Tenure Appraisal	Supervise the conduct of activities under Rapid Land Renure Appraisal (RLTA)	Travel to San Isidro and Maraska, all within Roxas, Oriental Mindoro and supervised the conduct of activities under Rapid Land Renure Appraisal (RLTA) (January 14-15, 2021)	2 days including travel time
				TO # 2021-126	Ocular Inspection	Conduct of ocular inspection on the lot covered by claims and conflict between "Farol and Pausti"	Travel to Balatasan, Bulalacao, Oriental Mindoro and conducted ocular inspection on the lot covered by claims and conflict between "Farol and Pausti" (January 26, 2021)	1 day including travel time

	Type		Nature		Detail 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)				TO # 2021-126	Ocular Inspection	Conduct of ocular inspection on the lot covered by claims and conflict between "Elicana and Barangay LGU"	Travel to Maujao, Bulalacao, Oriental Mindoro and conducted ocular inspection on the lot covered by claims and conflict between "Elicana and Barangay LGU" (January 27-28, 2021)	2 days including travel time
				TO # 2021-260	Rapid Land Tenure Appraisal	Coordination with PENRO regarding the Rapid Land Tenure Appraisal (RLTA)	Travel to Suqui, Calapan City, Oriental Mindoro and coordinated with PENRO regarding the Rapid Land Tenure Appraisal (RLTA) (February 3-5, 2021)	3 days including travel time
				TO # 2021-173	Rapid Land Tenure Appraisal	Supervise the conduct of activities under Rapid Land Renure Appraisal (RLTA)	Travel to San Rafael, Roxas, Oriental Mindoro and supervised the conduct of activities under Rapid Land Renure Appraisal (RLTA) (February 16-17, 2021)	2 days including travel time
				TO # 2021-173	Rapid Land Tenure Appraisal	Coordination with PENRO-RPS regarding Rapid Land Tenure Appraisal (RLTA)	Travel to Suqui, Calapan City, Oriental Mindoro and coordinated with PENRO-RPS regarding Rapid Land Tenure Appraisal (RLTA) (February 18-19, 2021)	2 days including travel time
				TO # 2021-707	Rapid Land Tenure Appraisal	Coordination with the Regulation and Permitting Section, PENRO-Oriental Mindoro regarding the accomplishment and activities of Rapid Land Tenure Appraisal (RLTA)	Travel to Suqui, Calapan City, Oriental Mindoro and coordinated with the Regulation and Permitting Section, PENRO-Oriental Mindoro regarding the accomplishment and activities of Rapid Land Tenure Appraisal (RLTA) (February 23-24, 2021)	2 days including travel time
				TO # 2021-425	Public Land Applications	Supervise the acceptance of public land applications	Travel to Barangay Balatasan, Bulalacao, Oriental Mindoro and supervised the acceptance of public land applications (March 2-3, 2021)	2 days including travel time
				TO # 2021-425	Ocular Inspection	Supervise the conduct of ocular inspection	Travel to Barangay Maujao, Bulalacao, Oriental Mindoro and supervised the conduct of ocular inspection (March 4-5, 2021)	2 days including travel time
				TO # 2021-464	Rapid Land Tenure Appraisal	Coordinate with PENRO-RPS regarding the accomplishment of Rapid Land Tenure Appraisal (RLTA) and other RPS matters	Travel to Barangay Suqui, Calapan City, Oriental Mindoro and coordinated with PENRO-RPS regarding the accomplishment of Rapid Land Tenure Appraisal (RLTA) and other RPS matters (March 10-12, 2021)	3 days including travel time
				TO # 2021-726	Rapid Land Tenure Appraisal	Coordination with the Regulation and Permitting Section, PENRO-Oriental Mindoro regarding the activities of Rapid Land Tenure Appraisal (RLTA)	Travel to Suqui, Calapan City, Oriental Mindoro and coordinated with the Regulation and Permitting Section, PENRO-Oriental Mindoro regarding the activities of Rapid Land Tenure Appraisal (RLTA) (March 19, 2021)	1 day including travel time

	Type		Nature		Detail 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
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						Holiday (New Year's Day, Chinese New Year, EDSA People Power Revolution Anniversary)	January 1, and February 12, and 25, 2021	3 days
						Office Disinfection	January 20-22, and March 29-31, 2021	6 days

Signature of the Employee:



Verified by the Immediate Supervisor:



ALMA E. GIBE
OIC-CENR Officer

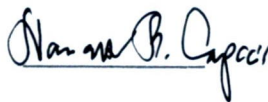
Date Accomplished:

March 31, 2021

Name: NANETTE B. CAPACIO					Section: Regulation and Permitting Section			
Position: Land Management Officer III					Division: N/A			
QUARTERLY ACCOMPLISHMENT MONITORING FORM for: Second Quarter (April-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			✓		Daily Time Record	Submit Daily Time Record to Finance and Administrative Section	Submit Daily Time Record to Finance and Administrative Section	3 days
			✓		Residential Free Patent Applications	Supervise and validate Residential Free Patent Applications for signature of CENRO and approval of PENRO for Second Quarter	Supervised and validated forty-three (43) Residential Free Patent Applications for signature of CENRO and approval of PENRO for Second Quarter	3 days
				✓	Workshop	Attend the "Workshop on Patent Processing and Issuance (10 Year Land Titling)" for the Province of Oriental Mindoro as per Memorandum dated June 4, 2021	Travel to Barangay Suqui, Calapan City, Oriental Mindoro and attended the "Workshop on Patent Processing and Issuance (10 Year Land Titling)" for the Province of Oriental Mindoro as per Memorandum dated June 4, 2021 (June 7-8, 2021)	2 days including travel time
				✓	Meeting	Attend the meeting with the Barangay Local Government Unit of San Rafael regarding the PARCOMM invitation	Travel to Barangay San Rafael, Roxas, Oriental Mindoro and attended the meeting with the Barangay Local Government Unit of San Rafael regarding the PARCOMM invitation (June 9, 2021)	1 day including travel time
				✓	Meeting	Attend the meeting with the Association of Barangay Councils of Roxas regarding their request to survey political boundaries	Travel to Barangay Bagumbayan, Roxas, Oriental Mindoro and attended the meeting with the Association of Barangay Councils of Roxas regarding their request to survey political boundaries (June 10, 2021)	1 day including travel time
			✓		Special Patent Application	Process and supervise the special patent of national or local government institution	Processed and supervised the special patent of national or local government institution	2 days
			✓		Survey Returns	Report and transmit survey returns for approval of Regional Office through the PENRO	Reported and transmitted survey returns for approval of Regional Office through the PENRO	1 day
			✓		Cases Resolved and Decided	Check and supervise the cases resolved and decided	Checked and supervised the cases resolved and decided	as needed
			✓		Alternative Dispute Resolution	Conduct Alternative Dispute Resolution of land claims and conflict upon recommendation	Conducted Alternative Dispute Resolution of land claims and conflict upon recommendation	as needed
			✓		Communications	Papers/documents/communications referred to Regulation and Permitting Section	Papers/documents/communications acted upon receipt	daily

	Type		Nature		Detail 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)				TO # 1789-21	Coordination with Local Government Unit	Coordinate with the Barangay Local Government Unit of Cabalwa regarding the concern from Mr. Jerney Goleña on Lot No. 774, Pls-416-D, Mansalay Public Land Subdivision	Travel to Barangay Cabalwa, Mansalay, Oriental Mindoro and coordinated with the Barangay Local Government Unit of Cabalwa regarding the concern from Mr. Jerney Goleña on Lot No. 774, Pls-416-D, Mansalay Public Land Subdivision (May 11, 2021)	1 day including travel time
				TO # 1789-21	Coordination with Local Government Unit	Coordinate with the Municipal Local Government Unit of Bulalacao regarding the letters for the Municipal Mayor	Travel to Barangay Poblacion, Bulalacao, Oriental Mindoro and coordinated with the Municipal Local Government Unit of Bulalacao regarding the letters for the Municipal Mayor (May 12, 2021)	1 day including travel time
				✓	Coordination with Local Government Unit	Coordinate with the Barangay Local Government Unit of Poblacion, Campaasan, Maujao and San Juan regarding the land matters - IEC and Land Claims and Conflicts	Travel to Barangay Poblacion, Barangay Campaasan, Barangay Maujao, and Barangay San Juan, all within Bulalacao, Oriental Mindoro and coordinated with the Barangay Local Government Units regarding the land matters - IEC and Land Claims and Conflicts (May 26-28, 2021)	3 days including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						Holiday (Maundy Thursday, Good Friday, Araw ng Kagitingan, Eid'l Fit'r)	April 1-2, and 9, and May 13, 2021	4 days

Signature of the Employee:



Verified by the Immediate Supervisor:



Date Accomplished:

June 30, 2021

ALMA E. GIBE
OIC-CENR Officer