

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARK LAWRENCE DE LEON**, of the **CENRO-Roxas, Or. Mdo.**, Division of Monitoring and Enforcement Section commit to deliver and agree to be rated on the attainment of the following in accordance with the indicated measures for the period **January to June 2021**.

Ratee:

MARK LAWRENCE DE LEON

Date:

Reviewed by:	Date	Approved by:	Date:
REYNALDO P. PUDIQUET		ALMA E. GIBE	
Immediate Supervisor: Chief, Monitoring and Enforcement Section		Head of Office: 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 within prescribe time with 100% accuracy	1. One (1) Statement of Assets and Liabilities and Networth (SALN) prepared and submitted to Admin Officer within prescribe time with 100% accuracy	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	1. One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section for the period of January to	3.000	5.000	3.000	3.667	
Actions on Documents/Requests	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 operationalization 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.	Assess and observe 94.98 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	Designated Spotter
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>Further improvement in performing his duties & responsibilities</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
MARK LAWRENCE DE LEON Forest Ranger Employee	8/18/2021	I certify that I discussed my assesment of the performance with the employee ARABELLE JOY N. TAMAYO 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: MARK LAWRENCE R. DE LEON	Section: Monitoring and Enforcement Section
Position: Forest Ranger	Division:

MONTHLY ACCOMPLISHMENT MONITORING FORM for: 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	✓	✓		Travel Order No. 2021-199	Enforcement	To conduct forest protection and law enforcement activity at Brgy. Benli, Bulalacao	Conducted forest protection and law enforcement activity at Brgy. Benli, Bulalacao	2 days
	✓	✓		Travel Order No. 2021-156	Enforcement	To conduct apprehension of illegal forest product as the need arises.	Stand by and waited for order of apprehension of illegal forest product.	1 day
			✓		PDS	Updating of Personal Data Sheet (PDS)	Updated Personal Data Sheet	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Office Reports and Duties	Preparing weekly travel reports./ Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday and Tuesday
					Onleave	January 08, 13, 14, 28-29, 2020		5 days
					Holiday	Holiday (January 01 - 02, 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:  08/16/21
Date Accomplished: _____

Verified by the Immediate Supervisor:  _____

Name: MARK LAWRENCE R. DE LEON					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: 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	✓	✓		Travel Order No. 2021-256	Enforcement and Regulatory Program	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days
	✓	✓		Travel Order No. 2021-296	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days
	✓	✓		Travel Order No. 2021-335	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days
	✓	✓		Travel Order No. 2021-391	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Office Reports and Duties	Preparing weekly travel reports./ Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday and Tuesday
					Leave	On leave (February 02, 08, 2020)		2 days
					Holiday	Holiday (February 12, 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: 02/16/21

Verified by the Immediate Supervisor: 

Name: MARK LAWRENCE R. DE LEON					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March, 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)		Subject/ Activity/ Event		
	✓	✓		Travel Order No. 2021-451	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days including travel time
	✓	✓		Travel Order No. 2021-708	Hearing	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	2 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Leave	On Leave (March 02, 8-10, 16-19, 24-26)		11 days
			✓		Office Reports and Duties	Preparing weekly travel reports. Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday and Tuesdays
WORK FROM HOME / OFFICE DISINFECTION (March 29-31, 2021)								3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: _____

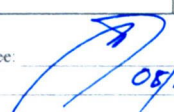
Date Accomplished: _____

Verified by the Immediate Supervisor: _____

Name: MARK LAWRENCE R. DE LEON					Section: Monitoring and Enforcement Section			
Position: Forest Ranger								
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April, 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 No. 2021-1426	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days including travel time
						PENRO SPECIAL ORDER No. 2021-30	Worked at Home from April 7-9, 2021	3 days including travel time
						PENRO SPECIAL ORDER No. 2021-30	Worked at Home from April 14-16, 2021	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Holiday	Holiday 1-2, 2020		2 days
					Leave	On leave (April 06,12-13,21,23, 2021)		5 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: _____

 05/14/21

Verified by the Immediate Supervisor: _____



Name: MARK LAWRENCE R. DE LEON					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: May 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 No. 2021-1696	Enforcement and Regulatory Program	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	2 days including travel time
	✓	✓		Travel Order No. 2021-2163	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days including travel time
	✓	✓		Travel Order No. 2021-1961	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days including travel time
			✓		Office Reports and Duties	Preparing weekly travel reports. Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday and Tuesday
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Leave	On leave (May 10, 26 - 28, 2020)		4 days
					Holiday	Holiday (May 13, 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: _____

 08/10/2021

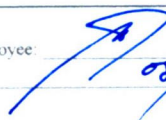
Verified by the Immediate Supervisor: _____



Name: Mark Lawrence R. De Leon					Section: Monitoring and Enforcement Section			
Position: Forest Ranger								
MONTHLY ACCOMPLISHMENT MONITORING FORM for: June, 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 No. 2021-2170	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days including travel time
				Travel Order No. 2021-2349	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days including travel time
				Travel Order No. 2021-2348	Enforcement	To conduct monitoring of incoming and outgoing forest product at Port of Bulalacao, Or. Mdo. / To conduct patrolling for Lawin Forest and Biodiversity Protection Activity.	Conducted checkpoint at Bulalacao Port and commenced Lawin Rounds at Bulalacao, Oriental Mindoro	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Office Reports and Duties	Preparing weekly travel reports / Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday and Tuesday
					On leave	Leave (June 01, 21 - 25, 2021)		6 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:

 08/21/2021

Verified by the Immediate Supervisor:

