

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **LOVELY JOY M. DUNO**, 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:

LOVELY JOY M. DUNO

Date:

Reviewed by:	Date:	Approved by:	Date:
REYNALDO D. 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	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 146.22 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 last report submitted dated July 2021 to Chief, Monitoring and Enforcement Section 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>As forest ranger, she is recommended for more trainings on law enforcement.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
LOVELY JOY M. DUNO Forest Ranger Employee	8/18/2021	I certify that I discussed my assesment of the performance with the employee ARABELLE JOY V. 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: LOVELY JOY M. DUNO	Section: Monitoring and Enforcement Section
Position: Forest Ranger	Division:

MONTHLY ACCOMPLISHMENT MONITORING FORM for: January , 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
			√		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
			√		Clients	Entertain the clients	Answered clients queries	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-162	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	
						WORK FROM HOME (OFFICE DISINFECTION) January 20, 21 and 22, 2021		3 days
						HOLIDAY (January 1, 2021)		1 day
						ON LEAVE (January 4,5,6,7,8,11, 12 and 13, 2021)		8 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. PUDQUET**
Forester II/Chief MES

Name: LOVELY JOY M. DUNO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY 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				TO # 2021-236	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 # 2021-292	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 # 2021-355	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 # 2021-383	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	2 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
	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
				HOLIDAY (February 12 AND 25, 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 PUDQUET
Forester III/Chief MES

Name: LOVELY JOY M. DUNO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March , 2021								
	Type		Nature		Type of Document/ Activity	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 #)	(indicate date and time the document received)			
A. TARGET- RELATED ACTIVITIES	✓			TO # 2021-453	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 # 2021-503	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 # 2021-722	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 # 2021-1249	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	
		✓		WORK FROM HOME (OFFICE DISINFECTION) March 30 and 31, 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 PUDQUET

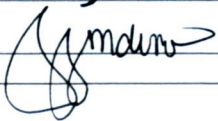
Forester III/Chief MES

Name: LOVELY JOY M. DUNO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
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
	√			TO # 2021-1421	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	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Clients	Entertain the clients	Answered clients queries	daily
					HOLIDAY (April 1,2,9, 2021)			3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					WORK FROM HOME PENRO SO 2021-30 (April 5,6,7,8,12,13,14,15 and 16, 2021)			9 days

Signature of the Employee:  _____
Date Accomplished: _____

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

Name: LOVELY JOY M. DUNO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May, 2021								
A. TARGET-RELATED ACTIVITIES	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity Subject/ Activity/ Event	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 #)				
				TO # 2021-1687	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 # 2021-1802	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 # 2021-1960	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 # 2021-1993	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	everymonday
			√		Clients	Entertain the clients	Answered clients queries	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								
						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: _____

Verified by the Immediate Supervisor: REYNALDO PUDQUET
Forester II/Chief MES

Name: LOVELY JOY M. DUNO	Section: Monitoring and Enforcement Section
Position: Forest Ranger	Division:

MONTHLY ACCOMPLISHMENT MONITORING FORM for: June, 2021

	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WEP	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 # 2021-2197	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 # 2021-2232	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 # 2021-2345	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 # 2021-2648	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
					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	everymonday
			✓		Clients	Entertain the clients	Answered clients queries	daily
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 A. PUDQUET**
Forester II/Chief MES 