

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **NOLI F. FILLARCA**, 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 MAY, 2021**.

Ratee:

NOLI F. FILLARCA

Date:

Reviewed by:	Date	Approved by:	Date
NANETTE B. CAPACIO		ALMA E. GIBE	
LMO III/Chief, RPS		DMO V/OIC-CENRO	

Output	Success Incators (targets+measures)		Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT	1 SALN prepare and submit to Admin with 100% accuracy	1 SALN prepared and submitted to Admin on January 9, 2021	3.000	5.000	5.000	4.333	
	One (1) IPCR (commitment) based on approved OPCR submitted to Admin Section on prescribed period	One (1) IPCR (commitment) based on approved OPCR 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 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	3.000	4.000	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Land Survey, Disposition and Records Management	Screened thirty-seven (37) carpetas for Residential Free Patent and prepare V-37/Certified lot Data Computation, Order of Award and Judicial Form an Forward to Geodetic Engineer for review	Screened Sixty-Three (63) carpetas for Residential Free Patent and prepare V-37/Certified lot Data Computation, Order of Award and Judicial Form an Forward to Geodetic Engineer for review	5.000	5.000	3.000	4.333	
Total Over-all Rating			11.000	20.000	14.000	16.333	
Final Average Rating			3.667	5.000	3.500	4.083	
Adjectival Rating			VERY SATISFACTORY				

Comments and Recommendation for Development Purposes

With dedication in performing his duties & responsibilities

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
NOLI F. FILLARCA		I certify that I discussed my assessment of the performance with the employee		ALMA E. GIBE	
CARTOGRAPHER I		MARITES B. LANDICHO		DMO V/OIC-CENRO	
		Credit Officer I/In-charge Admin			

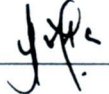
IPCR - Legend: 1-Quantity 2-Efficiency 3-Timeliness 4-Average

Name: NOLI F. FILLARCA	Section: Regulation and Permitting Section
Position: Cartographer I	Division: N/A

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			✓		Form V-37	Check the technical description and sketch plan on V-37 of Agricultural Free Patent Applications	Checked the technical description and sketch plan on V-37 of seven (7) Agricultural Free Patent Applications	daily as needed
			✓		Judicial Form	Check the technical description on the Judicial Form of Agricultural Free Patent Applications	Checked the technical description on the Judicial Form of seven (7) Agricultural Free Patent Applications	daily as needed
			✓		Assistance to Customers	Provide assistance to the customer on requests for sketch plan and technical description	Provided assistance to the customer on requests for sketch plan and technical description	daily
			✓		Individual Performance Commitment and Review Form	Submit the IPCR commitment to Administrative Section for the period of January to December 2021	Submitted the IPCR commitment based on approved SPMS guidelines to Administrative Section for the period of January to December 2021	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Individual Performance Commitment and Review Form	Submit the IPCR with rating to Administrative Section for the period of July to December 2020	Submitted the IPCR with rating to Administrative Section for the period of July to December 2020	1 day
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)	January 1, 2021	1 day
						Leave	January 11-12, 14-15, and 28, 2021	5 days
						Office Disinfection	January 20-22, 2021	3 days

Signature of the Employee:



Verified by the Immediate Supervisor:



Date Accomplished:

January 29, 2021

NANETTE B. CAPACIO
Land Management Officer III/Chief, RPS

Name: NOLI F. FILLARCA					Section: Regulation and Permitting Section				
Position: Cartographer I					Division: N/A				
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			✓		Form V-37	Check the technical description and sketch plan on V-37 of Residential Free Patent Applications	Checked the technical description and sketch plan on V-37 of fourteen (14) Residential Free Patent Applications	daily as needed	
			✓		Judicial Form	Check the technical description on the Judicial Form of Residential Free Patent Applications	Checked the technical description on the Judicial Form of fourteen (14) Residential Free Patent Applications	daily as needed	
			✓		Assistance to Customers	Provide assistance to the customer on requests for sketch plan and technical description	Provided assistance to the customer on requests for sketch plan and technical description	daily	
			✓		Statement of Assets, Liabilities and Net Worth	Submit SALN for CY 2020	Submitted SALN to CENRO as of December, 2020	1 day	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-216	Verification and Relocation Survey	Assist on the conduct of the verification and relocation survey of Wildlife Rescue Center	Travel to Sitio Banti, Barangay San Roque, Bulalacao, Oriental Mindoro and assisted on the conduct of verification and relocation survey of Wildlife Rescue Center (February 2-5, 2021)	4 days including travel time	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						Leave	February 1, 16-19, 24, and 26, 2021	6 days	
						Holiday (Chinese New Year and EDSA People Power Revolution Anniversary)	February 12 and 25, 2021	2 days	

Signature of the Employee:



Date Accomplished:

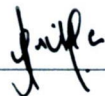
February 26, 2021

Verified by the Immediate Supervisor:


NANETTE B. CAPACIO
 Land Management Officer III/Chief, RPS

Name: NOLI F. FILLARCA				Section: Regulation and Permitting Section				
Position: Cartographer I				Division: N/A				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: 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			✓		Assistance to Customers	Provide assistance to the customer on requests for sketch plan and technical description	Provided assistance to the customer on requests for sketch plan and technical description	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-426	Verification and Relocation Survey	Assist in the conduct of verification and relocation survey of Wildlife Rescue Center	Travel to Sitio Banti, Barangay San Roque, Bulalacao, Oriental Mindoro and assisted in the conduct of verification and relocation survey of Wildlife Rescue Center (March 2-5, 2021)	4 days including travel time
				TO # 2021-706	Relocation Survey	Assist in the conduct of relocation survey of Lot Nos. 159, 161, 170 and 171, all of Pls-417-D as per approved Survey Order No. 2021-002	Travel to San Juan and Nasucob, Bulalacao, Oriental Mindoro and assisted in the conduct of relocation survey of Lot Nos. 159, 161, 170 and 171, all of Pls-417-D as per approved Survey Order No. 2021-002 (March 16-19, 2021)	4 days including travel time
				TO # 2021-1268	Monumenting	Conduct of monumenting on the approved survey plan Csd-4B-002975 as surveyed for Cesar Salazar, et.al	Travel to San Aquilino, Roxas Oriental Mindoro and conducted of monumenting on the approved survey plan Csd-4B-002975 as surveyed for Cesar Salazar, et.al (March 25-26, 2021)	2 days including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)					Office Disinfection		March 29-31, 2020	3 days

Signature of the Employee:



Verified by the Immediate Supervisor:



NANETTE B. CAPACIO

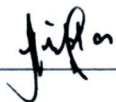
Land Management Officer III/Chief, RPS

Date Accomplished:

March 31, 2021

Name: NGLI F. FILLARCA				Section: Regulation and Permitting Section				
Position: Cartographer I				Division: N/A				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: 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			✓		Form V-37	Check the technical description and sketch plan on V-37 of Residential Free Patent Applications	Checked the technical description and sketch plan on V-37 of seventeen (17) Residential Free Patent Applications	daily as needed
			✓		Judicial Form	Check the technical description on the Judicial Form of Residential Free Patent Applications	Checked the technical description on the Judicial Form of seventeen (17) Residential Free Patent Applications	daily as needed
			✓		Assistance to Customers	Provide assistance to the customer on requests for sketch plan and technical description	Provided assistance to the customer on requests for sketch plan and technical description	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-1440	Public Land Survey	Assist in the conduct of Public Land Survey (PLS) of Lot No. 8345-A and 8345-B, Csd-04-05850 and Lot No. 1634-I, Csd-4B-000004	Travel to San Rafael, Roxas and Poblacion, Bongabong, Oriental Mindoro and assisted in the conduct of Public Land Survey (PLS) of Lot No. 8345-A and 8345-B, Csd-04-05850 and Lot No. 1634-I, Csd-4B-000004 (April 20-23, 2021)	4 days including travel time
				TO # 2021-1431	Public Land Survey	Assist in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009	Travel to San Francisco, Bulalacao, Oriental Mindoro and assisted in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009 (April 27-30, 2021)	4 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 and Day of Valor)	April 1-2, 9, 2020	3 days

Signature of the Employee:



Date Accomplished:

April 30, 2021

Verified by the Immediate Supervisor:

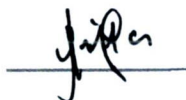


NANETTE B. CAPACIO

Land Management Officer III/Chief, RPS

Name: NOLI F. FILLARCA				Section: Regulation and Permitting Section					
Position: Cartographer I				Division: N/A					
MONTHLY 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			✓		Form V-37	Check the technical description and sketch plan on V-37 of Residential Free Patent Applications	Checked the technical description and sketch plan on V-37 of twenty-five (25) Residential Free Patent Applications	daily as needed	
			✓		Judicial Form	Check the technical description on the Judicial Form of Residential Free Patent Applications	Checked the technical description on the Judicial Form of twenty-five (25) Residential Free Patent Applications	daily as needed	
			✓		Assistance to Customers	Provide assistance to the customer on requests for sketch plan and technical description	Provided assistance to the customer on requests for sketch plan and technical description	daily	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 1671-21	Public Land Survey	Assist in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009	Travel to San Francisco, Bulalacao, Oriental Mindoro and assisted in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009 (May 4-7, 2021)	4 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	May 13, 2021	1 day	

Signature of the Employee:



Verified by the Immediate Supervisor:



Date Accomplished:

May 31, 2021

NANETTE B. CAPACIO
Land Management Officer III/Chief, RPS