

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM




I, MARK JOHN A. FLORES, ADMINISTRATIVE AIDE VI of the DENR- CENRO ROXAS ORIENTAL MINDORO, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021.

MARK JOHN A. FLORES
Ratee
Date: 4-

Reviewed by:	Date	Approved by:	Date
MARITES B. LANDICHO Immediate Supervisor		ALMA E. GIBE DMO V/OIC-CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES	One (1) SALN prepare and submit to Admin based on Section 8 of R.A. 6713 on February 20, 2021	One (1) SALN prepared and submitted to Admin based on Section 8 of R.A. 6713 on February 20, 2021					Compliant
	One (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period	One (1) IPCR (commitment) based on approved SPMS guidelines submitted to Admin Section on prescribed period					compliant
Actions on Documents/Requests	100% of documents to be 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 1 working day for simple documents and 5 days for complex documents upon receipt	3	5	5	13	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM	Gather relevant data based on RA 9072 and prepare documentation report on the conduct of Cave Assessment and submit to Chief, Conservation and Development Section						Activity for 3 rd quarter

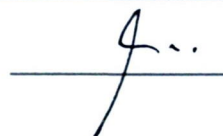
IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average

ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program) Watershed Characterization	48.0 has to be planted, inspected and validated within 30 days upon receipt of the request for inspection						Activity for 4 th quarter
	48.0 has to be maintained and protected, inspected and validated within 30 days upon receipt of the request for inspection						Activity for 4 th quarter
	Gather relevant data based on FMB Technical Bulletin No. 16-A and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assessment with report submitted to Chief, Conservation and Development Section by the end of September 2021						Activity for 4 th quarter
Total Overall Rating			3	5	5	13	
Final Average Rating			3	5	5	4.333	
Adjectival Rating							
Comments and Recommendations for Development Purposes <i>Needs improvement in performing his assigned tasks.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:		Date	
 MARK JOHN A. FLORES		I certify that I discussed my assessment of the performance with the employee		 ALMA E. GIBE			
Employee		 MARITES B. LANDICHO Credit Officer I/In-charge, Administrative Unit		DMO V/OIC-CENRO			

Name: MARK JOHN A. FLORES					Section: Administrative Unit			
Position: Administrative Aide VI					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			✓		Individual Performance Commitment and Review Form (IPCR)	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
			✓		Individual Performance Commitment and Review Form (IPCR)	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
			✓		DTR	Submit the Daily Time Record to Administrative Section	Submitted the Daily Time Record to Administrative Section for December 2020	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								

Name: MARK JOHN A. FLORES					Section: Administrative Unit		
Position: Administrative Aide VI					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)
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						Office Disinfection	January 20-22, 2021
					Holiday	New Year's Day	January 1, 2021
					Leave	On leave	January 4, 2021
			✓		Technical Assistance	Maintenance of ICT equipment of CENRO Roxas	Repaired ICT equipment of CENRO Roxas
			✓		Network Infrastructure Maintenance	Maintenance of Network Infrastructure of CENRO Roxas	Maintained and repaired CENRO Roxas CCTV cameras
			✓		Webinar/Online Meeting	Online meeting	Assisted CENRO Roxas personnel in their attendance to virtual meeting/webinar using Zoom application or Google meet

Signature of the Employee:



Verified by the Immediate Supervisor:


MARITES B. LANDICHO

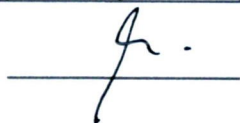
Date Accomplished:

Name: MARK JOHN A. FLORES					Section: Administrative Unit			
Position: Administrative Aide VI					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021								
	Type		Nature		Details of the Activity			
A. TARGET-RELATED ACTIVITIES	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
			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for January 2021	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-259	Assist in the conduct of verification and relocation survey	To assist in the conduct of verification and relocation survey of Wildlife Rescue Center located at Sitio Banti, San Roque, Bulalacao, Oriental Mindoro as per PENRO Special Order No. 2021-09.	travelled to Bulalacao on February 2-5, 2021	4days
				Travel Order No. 2021-175	Assist in coordination	To assist in the conduct of site assessment, survey mapping including the conduct of Soil Analysis, IEC and stakeholders consultation for Bamboo Plantation under Family Approach Program CY 2021 located at Mansalay, Or. Mdo.	travelled to Bongabong, Roxas and Bulalacao on February 9-11, 2021	3 days

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MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021								
Type			Nature		Details of the Activity			
A. TARGET-RELATED ACTIVITIES	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)				Travel Order No. 2021- 175	Assist in coordination	To assist in the conduct of site assessment, survey mapping including the conduct of Soil Analysis, IEC and stakeholders consultation for Bamboo Plantation under Family Approach Program CY 2021 located at Mansalay, Or. Mdo.	travelled to Bongabong, Roxas and Bulalacao on February 16-19, 2021	4 days
					Travel Order No. 2021- 374	Assist in coordination	To assist in coordination with the President of Balatbat CBFM Association re: the resurveying within CBFM area located at Brgy. Nasucob, Bulalacao, Or. Mdo. To assist in coordination with the President of FORSIHAMA CBFM Association regarding the resurveying within CBFM area located at Brgy. Formon, Bongabong, Or. Mdo. To assist in coordination with the President of STANLEY CBFM Association regarding the resurveying within CBFM area located at Brgy. San Vicente, Roxas, Or. Mdo.	travelled to Bongabong, Roxas and Bulalacao on February 23, 24 and 26, 2021

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MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021								
	Type		Nature		Details of the Activity			
A. TARGET-RELATED ACTIVITIES	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	Chinese's New Year and EDSA People Power Revolution Anniversary)	February 12 and 25, 2021	2 days
					Leave	On Leave	February 8, 2021	1 day
			✓		Technical Assistance	Maintenance of ICT equipment of CENRO Roxas	Repaired ICT equipment of CENRO Roxas	weekly
			✓		Network Infrastructure Maintenance	Maintenance of Network Infrastructure of CENRO Roxas	Maintained and repaired CENRO Roxas CCTV cameras	daily
			✓		Webinar/Online Meeting	Online meeting	Assisted CENRO Roxas personnel in their attendance to virtual meeting/webinar using Zoom application or Google meet	weekly

Signature of the Employee:



Verified by the Immediate Supervisor:


MARITES B. LANDICHO

Date Accomplished:

Name: MARK JOHN A. FLORES					Section: Administrative Unit			
Position: Administrative Aide VI					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 2021								
	Type		Nature		Details of the Activity			
A. TARGET-RELATED ACTIVITIES	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
			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for February 2021	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				T.O. # 2021-441	Coordination	To assist in the conduct of meeting for the resurveying and mapping of existing tenurial instrument within FORSIHAMA CBFMA located at Brgy. Formon, Bongabong, Or. Mdo. To assist in the conduct of meeting for resurveying and mapping of existing tenurial instrument within BALATBAT CBFMS located at Brgy. Nasucob, Bulalacao, Or. Mdo. To assist in the conduct of meeting for resurveying and mapping of existing tenurial instrument within STANLEY CBFMA located at Brgy. San Vicente, Roxas, Or. Mdo.	Travelled to , Bongabong Bulalacao and Roxas on March 3-5, 2021	3 days

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>		OB	Coordination	To coordinate regarding Cavilian watershed and Bongabong Watershed	Travelled to Bongabong and Bulalacao on March 10-12, 2021	3 days
		T.O. # 2021- 1245	Coordination	To assist in the conduct of meeting for the resurveying and mapping of existing tenurial instrument within FORSIHAMA CBFMA located at Brgy. Formon, Bongabong, Or. Mdo. To assist in the conduct of meeting for resurveying and mapping of existing tenurial instrument within BALATBAT CBFMS located at Brgy. Nasucob, Bulalacao, Or. Mdo. To assist in the conduct of meeting for resurveying and mapping of existing tenurial instrument within STANLEY CBFMA located at Brgy. San Vicente, Roxas, Or. Mdo.	Travelled to , Bongabong Bulalacao and Roxas on March 23-26, 2021	3 days

C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but of other designations, functions and concurrent capacities)</i>				Office Disinfection	March 29-31, 2021	3 days
			Leave	On leave	March 15-19, 2021	5 days
	✓		Technical Assistance	Maintenance of ICT equipment of CENRO Roxas	Repaired ICT equipment of CENRO Roxas	weekly
	✓		Network Infrastructure Maintenance	Maintenance of Network Infrastructure of CENRO Roxas	Maintained and repaired CENRO Roxas CCTV cameras	daily
	✓		Webinar/Online Meeting	Online meeting	Assisted CENRO Roxas personnel in their attendance to virtual meeting/webinar using Zoom application or Google meet	weekly

Signature of the Employee:



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MARITES B. LANDICHO

Date Accomplished:

Name: MARK JOHN A. FLORES					Section: Administrative Unit			
Position: Administrative Aide VI					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 2021								
	Type		Nature		Details of the Activity			
A. TARGET-RELATED ACTIVITIES	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
				✓	DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for March 2021	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				T.O No. 2021-1334	conduct re-surveying	To conduct resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Associaton within the Municipality of Bulalacao, Or. Mdo.	Travelled to Bulalacao Or. Mdo on April 21-23, 2021	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				T.O No. 2021-	conduct re-surveying	To conduct resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Associaton within the Municipality of Bulalacao, Or. Mdo.	Travelled to Bulalacao Or. Mdo on April 27-30, 2021	4 days

C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but of other designations, functions and concurrent capacities)</i>	✓		Technical Assistance	Maintenance of ICT equipment of CENRO Roxas	Repaired ICT equipment of CENRO Roxas	weekly
	✓		Network Infrastructure Maintenance	Maintenance of Network Infrastructure of CENRO Roxas	Maintained and repaired CENRO Roxas CCTV cameras	daily
	✓		Webinar/Online Meeting	Online meeting	Assisted CENRO Roxas personnel in their attendance to virtual meeting/webinar using Zoom application or Google meet	weekly
				Holiday (Maundy Thursday, Good Friday and Day of Valor)	April 1-2; 9, 2021	3 days

Signature of the Employee:



Verified by the Immediate Supervisor:


MARITES B. LANDICHO


Date Accomplished:

Name: MARK JOHN A. FLORES					Section: Administrative Unit			
Position: Administrative Aide VI					Division:			
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			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for April 2021	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				T.O. 1674-21	Conduct of resurveying and mapping of existing tenurial instrument	To conduct of resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association within the Municipality of Bulalacao, Oriental Mindoro	Travelled to Bulalacao, Or. Mdo on May 5-7, 2021	3 days

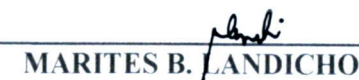
Name: MARK JOHN A. FLORES					Section: Administrative Unit			
Position: Administrative Aide VI					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 2021								
	Type		Nature		Details of the Activity			
	PBB Related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				T.O. # 1923-21	Assist in coordination	To assist in coordination with CBFM PO President regarding the upcoming exit meeting of resurveying and mapping of existing tenorial instrument of STANLEY CBFM Association, BALATBAT CBFM Association and FORSIHAMA CBFM Association within the Municipality of Roxas, Bulalacao, and Bongabong, Oriental Mindoro	Travelled to Bulalacao, Roxas and Bongabong and assisted in documentation on May 19-21, 2021	3 days
					Leave	Leave	May 31, 2021	1 day
					Holiday	E'idl Fttr	May 13, 2021	1 day

Name: MARK JOHN A. FLORES					Section: Administrative Unit			
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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
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)			✓		Technical Assistance	Maintenance of ICT equipment of CENRO Roxas	Repaired ICT equipment of CENRO Roxas	weekly
			✓		Network Infrastructure Maintenance	Maintenance of Network Infrastructure of CENRO Roxas	Maintained and repaired CENRO Roxas CCTV cameras	daily
			✓		Webinar/Online Meeting	Online meeting	Assisted CENRO Roxas personnel in their attendance to virtual meeting/webinar using Zoom application or Google meet	weekly

Signature of the Employee:



Verified by the Immediate Supervisor:


MARITES B. LANDICHO

Date Accomplished:

Name: MARK JOHN A. FLORES					Section: Administrative Unit			
Position: Administrative Aide VI					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: 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			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for May 2021	1 day
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 of other designations, functions and concurrent capacities)					Leave	Leave	June 1-30, 2021	22 days

Signature of the Employee:



Verified by the Immediate
Supervisor:



Date Accomplished:
