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 (. FLORES Ratee Date:

Reviewed by:	Date	Approved by:	Date
filenh.		11114	
MARITES B/LANDICHO		ALMA'E' GIBE	
Immediate Supervisor		DMO V/OIC-CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments		Ra	Remarks		
			Q1	E2	Т3	A4	
GENERAL ADMINISTATION 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 CONCERVATION 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

• ,	48.0 has to be within 30 days inspection	plant spected and validated upon receipt of the request for							Activity for 4 th quarter
ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program)	48.0 has to be inspected and receipt of the	e maintained and protected, validated within 30 days upon request for inspection							Activity for 4 th quarter
Watershed Characterization									
	Bulletin No. 16 the conduct of Vulnerability A	nt data based on FMB Technical S-A and prepare documentation on Watershed Characterization with assessment with report submitted to vation and Development Section by							Activity for 4 th quarter
Total Overall Rating	the one of	ACTION EDET			3	5	5	13	
Final Average Rating					3	5	5	4.333	
Adjectival Rating									
Comments and Recommendation	ns for Developmen	t Purposes							
Nueds insp	nue vent	in pertrug lis	derig	rad to	as/s				
Discussed with	Date	Assessed by:		Date			ng by:		Date
		I certify that I discussed my assessm performance with the employe							
MARK JOHN A. FLORES		MARITES B. LANDICHO				MA E.	t t/	5	
Employee	-	Credit Officer I/In-charge, Administr	ative Unit		DMO			20	

MARK JOHN A. FLORES **Administrative Unit** Name: Section: Administrative Aide VI Division: Position: MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 2021 Type Details of the Activity Nature Other Field Type of Document*/ regular Action Taken (indicate **PBB** Office Work Activity (indicate date Time Subject/Activity/Event targets the status of the Work Related (indicate and time the document Consumed based on document/activity) TO #) received) WFP Submitted the IPCR commitment based on Individual Performance Submit the IPCR commitment to approved SPMS Commitment and Administrative Section for the period guidelines to 1 day Review Form (IPCR) of January to December 2021 Administrative Section for the period of January to December 2021 A. TARGET-RELATED Submitted the IPCR with **ACTIVITIES** Individual Performance Submit the IPCR with rating to rating to Administrative Commitment and Administrative Section for the period 1 day Section for the period of Review Form (IPCR) of July to December 2020 July to December 2020 Submitted the Daily Time Record to Administrative Submit the Daily Time Record to DTR 1 day Section for December Administrative Section 2020 **B. MISCELLANEOUS** ACTIVITIES (other activities related to the Division or Office outside of the targets)

	K JOHN A.					Section: Administrative Unit					
Position: Adı	ninistrative					Division:					
			_		COMPLISHMENT MON	ITORING FORM for: January 2021					
	T	ype	N	ature	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			
						Office Disinfection	January 20-22, 2021	3 days			
					Holiday	New Year's Day	January 1, 2021	1 day			
					Leave	On leave	January 4, 2021	1 day			
C. OTHER DUTIES (other	activities not	related to	1		Technical Assistance	Maintenance of ICT equipment of CENRO Roxas	Repaired ICT equipment of CENRO Roxas	weekly			
the Division bu functions and			1		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:			4	•	Verified by the Immediate Supervisor:	plant	.			

Signature of the Employee:

Date Accomplished:

MARITES B. LANDICHO

		FLORES				Section: Administrative Unit				
Position: Admin	istrative					Division:				
					OMPLISHMENT MON	NITORING FORM for: February 2021				
	Т	ype	Na	ture		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		
ACTIVITIES (other	B. MISCELLANEOUS ACTIVITIES (other activities related to			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		
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 9-11, 2021	3 days		

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Name: MARK J	JOHN A.	FLORES				Section: Administrative Unit					
Position: Admin	istrative					Division:					
	_				OMPLISHMENT MON	NITORING FORM for: February 2021					
	Т	ype	Na	ture	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			
				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			
B. MISCEI ACTIVITIES (othe the Division or O) targ	er activitie ffice outsia	s related to		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	3 days			

		FLORES				Section: Administrative Unit					
Position: Admin	istrative					Division:					
			MONTH	LY ACCO	OMPLISHMENT MON	NITORING FORM for: February 2021					
	Т	ype	Na	ture		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			
					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			
C. OTHER FUNC DUTIES (other acti			√		Technical Assistance	Maintenance of ICT equipment of CENRO Roxas	Repaired ICT equipment of CENRO Roxas	weekly			
the Division but of ot functions and concur	her design	ations,	✓		Network Infrastructure Maintenance	Maintenance of Network Infrastructure of CENRO Roxas	Maintained and repaired CENRO Roxas CCTV cameras	daily			
			1		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 Em	nployee:			L.		Verified by the Immediate Supervisor:	Mah	۲.			
Date Accomplished	1:						MARITES B. LAND	ІСНО			

MARK JOHN A. FLORES Name: Section: Administrative Unit **Administrative Aide VI** Position: Division: MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 2021 Type Details of the Activity Nature Other Type of Field regular Document*/ Office **PBB** Work Action Taken (indicate the status of Time targets Subject/Activity/Event Activity (indicate Related Work A. TARGET-(indicate the document activity) Consumed based on date and time the TO #) RELATED WFP document received) **ACTIVITIES** submit the Daily Time Record to submit the Daily Time Record to DTR Administrative Section for 1 day Administrative Section February 2021 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 **B. MISCELLANEOUS** resurveying and mapping of existing Travelled to Bongabong **ACTIVITIES** (other activities related to T.O. # tenurial instrument within Coordination Bulalacao and Roxas on March 3- 3 days the Division or Office outside of the 2021-441 BALATBAT CBFMS located at Brgy. 5, 2021 targets) 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.

	ОВ	Coordination	To coordinate regarding Cavilian watershed and Bongabong Watershed	Travelled to Bongabong and Bulalacao on March 10-12, 2021	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	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

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				Office Disinfection	March 29-31, 2021	3 days
			Leave	On leave	March 15-19, 2021	5 days
	1		Technical Assistance	Maintenance of ICT equipment of CENRO Roxas	Repaired ICT equipment of CENRO Roxas	weekly
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)	1		Network Infrastructure Maintenance	Maintenance of Network Infrastructure of CENRO Roxas	Maintained and repaired CENRO Roxas CCTV cameras	daily
<i>J</i>	1		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:		fr.	-	Verified by the Immediate Supervisor:	MARITES B./LANDICI	НО
Date Accomplished:						

		FLORES	S			Section: Administrative Unit				
Position: Admin	istrative					Division:				
					LISHMENT MON	ONITORING FORM for: April 2021				
	Type Nature					Details of the Ac	ctivity			
A. TARGET- RELATED	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		
ACTIVITIES				1	DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for March 2021	1 day		
ACTIVITIES (oth to the Division or C	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			

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	1	Technical Assistance	equipment of CENRO	equipment of CENRO	weekly
	✓	Network Infrastructure Maintenance	Maintenance of Network Infrastructure of CENRO Roxas	Maintained and repaired CENRO Roxas CCTV cameras	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)	✓	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
			Verified by the Immediate		

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Signature of the Employee:		verified by the immediate	
Signature of the Employee.	<u></u>	Supervisor:	planels.
			MARITES B. L'ANDICHO
Date Accomplished:	/		

MARK JOHN A. FLORES Section: Administrative Unit Name: Position: Administrative Aide VI Division: MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 2021 Type Nature Details of the Activity Type of Other Field Document*/ regular Action Taken (indicate **PBB** Office Work Time Activity (indicate targets Subject/Activity/Event the status of the Related Work (indicate Consumed date and time the based on document activity) TO #) document WFP received) submit the Daily Time A. TARGETsubmit the Daily Time Record to RELATED DTR Record to Administrative 1 day Administrative Section **ACTIVITIES** Section for April 2021 To conductof resurveying and mapping of existing Conduct of tenurial instrument of **B. MISCELLANEOUS** resurveying and Travelled to Bulalação, BALATBAT CBFM **ACTIVITIES** (other activities related to T.O. mapping of Or. Mdo on May 5-7, 3 days 1674-21 Association within the the Division or Office outside of the existing tenurial 2021 Municipality of targets) instrument Bulalacao, Oriental Mindoro

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 Type of Other Field Document*/ regular Action Taken (indicate **PBB** Office Work Time Activity (indicate targets Subject/Activity/Event the status of the Related Work (indicate date and time the Consumed based on document/activity) TO #) document WFP received) To assist in coordination with CBFM PO President regarding the upcoming exit meeting of resurveying and mapping of existing tenurial Travelled to Bulalacao, **B. MISCELLANEOUS** instrument of STANLEY Roxas and Bongabong **ACTIVITIES** (other activities related T.O. # Assist in CBFM Association. 3 days and assisted in to the Division or Office outside of the 1923-21 | coordination BALATBAT CBFM documentation on May targets) Association and 19-21, 2021 FORSIHAMA CBFM Association within the Municipality of Roxas, Bulalacao, and Bongabong, Oriental Mindoro May 31, 2021 Leave Leave 1 day Holiday E'idl Fttr May 13, 2021 1 day

Name: MARK JOHN A. FLORES						Section: Administrative Unit			
Position: Admin	istrative		IVAG	COMPLI	CHARLENE MONI	Division:			
MONTHLY ACCOMPLISHMENT MONI									
	Туре		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,					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	
functions and concurrent capacities)			✓		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	Emp	loyee:
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Verified by the Immediate Supervisor:

MARITES B. LANDICHO

Date Accomplished:

Name: MARK JOHN A. FLORES						Section: Administrative Unit				
Position: Admin	istrative A				Division:					
		M	ONTHL	Y ACCO	MPLISHMENT MONIT	ORING FORM for: June 2	2021			
	T	ype	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 Em				J		Verified by the Immediate Supervisor:		•-fL '		