



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **FRANCISCO FONTANILLA**, 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 JUNE, 2021**.

Ratee:


FRANCISCO FONTANILLA

Date:

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

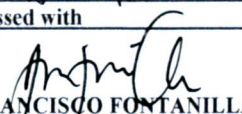

Output	Success Incators (targets+measures)		Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT	100% submission of SALN to Admin by 2nd week of February, 2021	100% submitted of SALN to Admin by 2nd week of February, 2021	3.000	4.000	4.000	3.667	
	One (1) IPCR (commitment) based on approved OPCR guidelines submitted to Admin Section on prescribed period	One (1) IPCR commitment based on approved OPCR guidelines submitted to Admin Section on prescribed period	3.000	5.000	5.000	4.333	
Actions to be taken	100% of documents act 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		4.500	3.500	4.000	

NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM

LAND SURVEY, DISPOSITION AND RECORDS MANAGEMENT	Review the completeness of 110 Applications for Residential Free Patent, Forwarded to Chief, Regulation and Permitting Section for approval						To be rated on the Second Sem. of CY 2021
Total Over-all Rating			6.000	13.500	12.500	12.000	
Final Average Rating			3.000	4.500	4.167	4.000	
Adjectival Rating			VERY SATISFACTORY				

Comments and Recommendation for Development Purposes

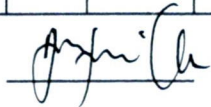
Has the ability to perform his works very satisfactory

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 FRANCISCO FONTANILLA LAND MANAGEMENT OFFICER I	8/18/2021	I certify that I discussed my assessment of the performance with the employee ARABELLE JOY TAMAYSA Credit Officer / In-charge Admin	8/19/2021	 ALMA E. GIBE DMO V/OIC-CENRO	8/19/2021


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

Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting			
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mi			
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								
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)								
					Legal Holiday	New Years' Day	First Day of the Year	1 day
					Leave of Absence	Practically covered this whole month from the 4th-8th, 11th-15th, 18th-22nd & 25th-29th	To file this Leave officially covering the mandatory absences incurred after a visit to my family in Marikina City and back home in Naujan on the imposition of the respective LGUs' protocol on COVID-19 home quarantine.	20 days

Signature of the Employee:



Verified by the Immediate Supervisor:



NANETTE B. CAPACIO

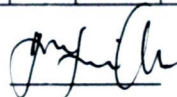
Land Management Officer III/Chief, RPS

Date Accomplished:

Feb. 01, 2021

Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting				
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mindoro				
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			✓		Land Applicants' Survey	Assistance in the conduct of a dialogue-meeting with the representatives from DAR and Farmers' Beneficiary Association being CENRO is the host.	Assisted in the conduct of a dialogue-meeting with the representatives from DAR and Farmers' Beneficiary Association, reproduction and acceptance of other necessary concerns, documentations in support for the claims approval as against the Soriano's rights over the property in Odiong, Roxas.	Half day	
				✓	Travel Order	Assistance in the conduct of a verification and relocation survey of Wildlife Rescue Center.	Assisted in the verification and relocation survey of Wildlife Rescue Center in Banti, San Roque, Bulalacao as per S.O. No. 2021-02.	3 days	
						Assistance in the ground verification survey for cadastral lot applicants.	Assisted in the ground verification survey for cadastral lot applicants in Wasig, Mansalay.	3 days	
	✓				Individual Performance Commitment and Review (IPCR) Rated Form with Journal	Submission of the IPCR with Rating and Journal to Administrative Section for the period January to June of 2020.	Submitted the rated IPCR signed and with the corresponding Journal to Administrative Section for the period January to December of 2020 as signed by my supervisor.	3 days	
		✓				Updating my present Personal Data Sheet (PDS) and SALN as of Fiscal Year December 31, 2020.	Prepared and submitted to In-charge, Administrative Unit	2 days	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Clients' request	Hearing and giving them advice on what to do next and the right person to be approached.	When opportunity calls my attention for action.	Free will	
			✓		Daily Time Record (DTR)	Preparation and submission of my (DTR) for the month of January.	Reviewed the time and day entered for remarks and appropriate signature	Half day	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)					Special Holiday	Chinese New Year	12th	1 day	
					Additional Holiday	EDSA People's Power Anniversary	25th	1 day	
					Application for Leave	Submission of a Vacation Leave	Filed this Leave officially to cover the mandatory absences incurred after a visit to my family in Marikina City and back home in Naujan on the imposition of the respective LGUs' protocol on COVID-19.	Half day	
					Performed other functions as may be deemed necessary.				

Signature of the Employee:



Verified by the Immediate Supervisor:


NANETTE B. CAPACIO

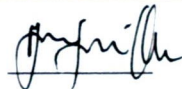
Land Management Officer III/Chief, RPS

Date Accomplished:

01-Mar-21

Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting			
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mindoro			
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			✓		Free Patent Land Application	Evaluation of the submitted documents	Checked and evaluated the Public Land Applications (PLA's) filed as to the completeness of the attached pertinent documents for the issuance of a Free Patent.	2 days
			✓			Examination on the contents of the PLA's (4) folders in which belong for a Residential or an Agricultural classification including those for Special Patents	Verified and examined the supporting papers required on the stated names, signatories, inspection and other supplemental reports, consistency on the specified area, lot and survey numbers, lot data computation and bearings on the technical description, sketch, approved plan and Judicial Form.	3 days
				✓	Travel Order No. 2021-1279	Coordination with the Assessor's Office in the Municipalities of Bongabong, Roxas and Mansalay	Issuance of the Tax Declaration if any as a requirement of the Land Registration Authority (LRA) on a possible Public Land Subdivision (PLS).	3 days (including travel time)
				✓	Travel Order No. 2021-1352	Retrieval and consolidation of the requested Tax Declaration	Conferred personally to the Office of the Assessor for the completion of the requirements.	2 days
		✓			Individual Performance Commitment and Review (IPCR) Rated Form with Journal	Submission of the IPCR with Rating and Journal to Administrative Section for the period July to Dec. of 2020.	Submitted the rated IPCR and with the corresponding Journal as signed by my supervisor.	2 days
		✓			Letter Request	Verification of the records on file from one Ramon M. Enore representing the heirs of Serafin Enore.	Researched the available documents and found to be entitled for a Public Land Subdivision.	2 days
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Clients' request	Hearing and giving them advice on what to do next and the right person to be approached.	When opportunity calls my attention for action.
			✓		Daily Time Record (DTR)	Preparation and submission of my (DTR) for the month of February.	Reviewed the time and day entered for remarks and appropriate signature	Half day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)					Work suspension	Due to the increasing number of COVID-19 incidence	29th to the 31st of the month	3 days
					Performed other functions as may be deemed necessary.			

Signature of the Employee:



Verified by the Immediate Supervisor:

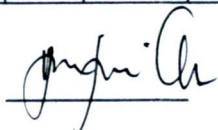

NANETTE B. CAPACIO
Land Management Officer III/Chief, RPS

Date Accomplished:

05-Apr-21

Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting			
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mindoro			
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			✓		Free Patent Land Application	Evaluation of the submitted documents	Checked and evaluated the Public Land Applications (PLA's) filed as to the completeness of the attached pertinent documents for the issuance of a Free Patent.	2 days
			✓			Examination on the contents of the PLA's (6) folders in which belong for a Residential or an Agricultural classification including those for Special Patents.	Verified and examined the supporting papers required on the stated names, signatories, inspection and other supplemental reports, consistency on the specified area, lot and survey numbers, lot data computation and bearings on the technical description, sketch, approved plan and Judicial Form.	3 days
	✓		✓		Rapid Land Tenure Assessment (RLTA)	Drafting of the descriptive details of the program.	Reconfigured the RLTA Report for presentation based on the actual data gathered by the enumerators and encoders on a house to house approach.	4 days
			✓		Client Assistance	Service to Walk-in Client	Guided them on the process to be taken	As the need arises
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Daily Time Record	Verification of the Daily Time Record for submission covering the whole month of March.	Reviewed the time and day entered for remarks and appropriate signature	Half-day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)					PENRO's S.O. No. 2021-30	Allowing the personnel to have an skeletal force by an arranged work schedule still on the prevalence of the COVID-19.	Work Suspension from 7th-8th, 15th-16th and 20th-23rd of the month	8 days
					Legal Holidays	Maundy Thursday & Holy Friday	1st and the 2nd day of the month	2 days
						Araw ng Kagitingan	9th day	1 day

Signature of the Employee:



Date Accomplished:

03-May-21

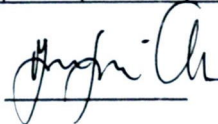
Verified by the Immediate Supervisor:



Land Management Officer III/Chief, RPS

Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting			
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mindoro			
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			✓		Free Patent Land Application	Evaluation of the submitted documents	Checked and evaluated the Public Land Applications (PLA's) filed as to the completeness of the attached pertinent documents for the issuance of a Free Patent.	4 days
			✓			Examination on the contents of the PLA's (13) folders in which belong for a Residential or an Agricultural classification including those for Special Patents.	Verified and examined the supporting papers required on the stated names, signatories, inspection and other supplemental reports, consistency on the specified area, lot and survey numbers, lot data computation and bearings on the technical description, sketch, approved plan and Judicial Form.	6 days
			✓		Letter	Correspondence to (7) persons asking some inquires and clarifications	Drafted the reply and have these sent by mail or through channel.	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		File of communication	Acceptance of the (7) turned-over from the previous handler.	Received and disposed properly to its respective receipt after she was appointed as Acting Records Officer.	Upon my assumption.
			✓		Routing Slip Tracking System	Receipt of all (64) communications assigned to the Chief of Regulations and Permitting Section.	Initialed, Log-in to my computer before and after it has been acted by my supervisor for distribution to the respective personnel referred thereto.	As it comes.
			✓		Daily Time Record	Verification of the Daily Time Record for submission covering the whole month of April.	Reviewed the time and day entered for remarks and appropriate signature	Half-day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)			✓		ENR Basic Course	Attendance to the Environment and Natural Resources (ENR) webinar.	Attended on the virtual various lectures and have answered the pre and post examinations.	6 days
					Legal Holiday	Eid'l Fit'r	13th	1 day

Signature of the Employee:



Date Accomplished:

01-Jun-21

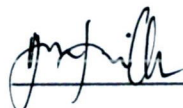
Verified by the Immediate Supervisor:


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

Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting			
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mindoro			
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			✓		Free Patent Land Application	Evaluation of the submitted documents	Checked and evaluated the Public Land Applications (PLA's) filed as to the completeness of the attached pertinent documents for the issuance of a Free Patent.	4 days
			✓			Examination on the contents of the PLA's (17) folders in which belong for a Residential or an Agricultural classification including those for Special Patents.	Verified and examined the supporting papers required on the stated names, signatories, inspection and other supplemental reports, consistency on the specified area, lot and survey numbers, lot data computation and bearings on the technical description, sketch, approved plan and Judicial Form.	6 days
			✓		Letter	Correspondence to (3) persons asking some inquires and clarifications	Drafted the reply and have these sent by mail or through channel.	2 days
		✓			Individual Performance Commitment and Review (IPCR) Rated Form with Journal	Submission of the IPCR with Rating and Journal to Administrative Section for the period January to June of 2021.	Submitted the rated IPCR and with the corresponding Journal as signed by my supervisor.	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								
			✓		Routing Slip Tracking System	Receipient of all (75) communications assigned to the Chief of Regulations and Permitting Section.	Initialed, Log-in to my computer before and after it has been acted by my supervisor for distribution to the respective personnel referred thereto.	As it comes.
			✓		Daily Time Record	Verification of the Daily Time Record for submission covering the whole month of May.	Reviewed the time and day entered for remarks and appropriate signature	Half-day

	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)								
				✓	Office Clean-up	On a scheduled day securing the cleanliness of office premises.	Picked-up debris and waste, cut shrubs and grasses on the surrounding area of concern.	One day

Signature of the Employee:



Verified by the Immediate Supervisor:



Date Accomplished:

01-Jul-21

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