




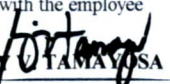
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **EURIDEZ M. GABUCO**, 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:


EURIDEZ M. GABUCO

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, 2020	100% submitted of SALN to Admin by 2nd week of February, 2020	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 on Documents/ Requests	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 AND ENFORCEMENT REGULATORY PROGRAM					
Collection of Revenues	Assists in the Preparation of Assessment Form collection of Revenues	Assisted in the Preparation of Assessment Form collection of Revenues	To be rated on the Second Semester of CY 2021		
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM					
Land Survey, Disposition and Records Management	Prepare and post notices of 37 Residential Free Patent Applications within Twenty-Six (26) days upon receipt of applications		To be rated on the Second Semester of CY 2021		
	Conduct Investigation of 37 Residential Free Patent Application and Prepare Investigation Report and Forward to Land Management Officer I		To be rated on the Second Semester 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					
Recommended for promotion. With very satisfactory rating in performing her work					
Discussed with	Date	Assessed by:	Date		
 EURIDEZ M. GABUCO LAND MANAGEMENT INSPECTOR	8/18/2021	I certify that I discussed my assessment of the performance with the employee  ARABELLE JOY YAMAYASA Credit Officer I/In-charge Admin	8/19/2021		
			8/19/2021		
			8/19/2021		

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					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			✓		Individual Performance Commitment and Review	Submit Individual Performance Commitment and Review (IPCR) based on approved SPMS guidelines to Administrative Section	Submitted Individual Performance Commitment and Review (IPCR) based on approved SPMS guidelines to Administrative Section	1 day
			✓		Notice of Posting	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of three (3) Residential Free Patent Applications one (1) day upon receipt of application	2 days
			✓		Communications	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial/minor revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		Assessment Form	Assist in the preparation of Assessment Form for collection of revenues	Assisted in the preparation of Assessment Form for collection of revenues	daily as needed
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)								
						Holiday (New Year's Day)	January 1, 2021	1 day
						Leave	January 19, 2021	1 day
						Office Disinfection	January 20-22, 2021	3 days

Signature of the Employee:



Date Accomplished:

January 29, 2021

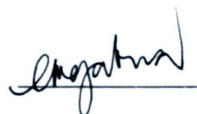
Verified by the Immediate Supervisor:



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

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					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			✓		Statement of Assets, Liabilities and Net Worth	Submit Statement of Assets, Liabilities and Net Worth	Submitted Statement of Assets, Liabilities and Net Worth	1 day
			✓		Investigation and Investigation Report	Conduct of investigation of Residential Free Patent Applications, prepare Investigation Report and forward to Land Management Officer I	Conduct of investigation of one (1) Residential Free Patent Applications, prepare Investigation Report and forward to Land Management Officer I	2 days
			✓		Communications	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial/minor revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		Assessment Form	Assist in the preparation of Assessment Form for collection of revenues	Assisted in the preparation of Assessment Form for collection of revenues	daily as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-266	Public Land Applications	Accept public land applications	Travel to Paclasan, Roxas, Oriental Mindoro and accepted public land applications (February 9-11, 2021)	3 days including travel time
				TO # 2021-326	Public Land Applications	Accept public land applications	Travel to Hagan, Bongabong, Oriental Mindoro and accepted public land applications (February 16-17, 2021)	2 days including travel time
					Public Land Applications	Accept public land applications	Travel to Paclasan, Roxas, Oriental Mindoro and accepted public land applications (February 18, 2021)	1 day 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 1-5, 2021	5 days
					Holiday (Chinese New Year and EDSA People Power Revolution Anniversary)		February 12 and 23, 2021	2 days

Signature of the Employee:



Date Accomplished:

February 26, 2021

Verified by the Immediate Supervisor:

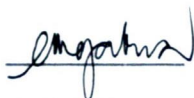


NANETTE B. CAPACIO

Land Management Officer III/Chief, RPS

Name: EURIDEZ M. GABUCO				Section: Regulation and Permitting Secti				
Position: Land Management Inspector				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)	
A. TARGET-RELATED ACTIVITIES				TO # 2021-407	Ocular Inspection	Conduct of ocular inspection on the applications filed	Travel to Barangay Maujao, Bulalacao, Oriental Mindoro and conducted ocular inspection on the applications filed (March 3-4, 2021)	2 days including travel time
				✓	Ocular Inspection	Conduct of ocular inspection on the accepted applications	Travel to Barangay Paclasan, Roxas, Oriental Mindoro and conducted ocular inspection on the accepted applications (March 11, 2021)	1 day including travel time
			✓		Notice of Posting	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of eleven (11) Residential Free Patent Applications one (1) day upon receipt of application	1 day
			✓		Communications	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial/minor revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		Assessment Form	Assist in the preparation of Assessment Form for collection of revenues	Assisted in the preparation of Assessment Form for collection of revenues	daily as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-407	Public Land Applications	Acceptance of public land applications	Travel to Barangay Balatasan, Bulalacao, Oriental Mindoro and accepted public land applications (March 2, 2021)	1 day including travel time
				✓	Public Land Applications	Acceptance of public land applications	Travel to Barangay Paclasan, Roxas, Oriental Mindoro and accepted public land applications (March 10, 2021)	1 day including travel time
				TO # 2021-1262	Public Land Applications	Acceptance of public land applications	Travel to Barangay Hagan, Bongabong, Oriental Mindoro and accepted public land applications (March 24, 2021)	1 day including travel time
					Public Land Applications	Acceptance of public land applications	Travel to Barangay Maujao, Bulalacao, Oriental Mindoro and accepted public land applications (March 25, 2021)	1 day including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)					Leave		March 8 and 15, 2021	2 days
					Office Disinfection		March 29-31, 2021	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: EURIDEZ M. GABUCO'					Section: Regulation and Permitting Section			
Position: Land Management Inspector					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			✓		Investigation and Investigation Report	Conduct of investigation of Residential Free Patent Applications, prepare Investigation Report and forward to Land Management Officer I	Conduct of investigation of eleven (11) Residential Free Patent Applications, prepare Investigation Report and forward to Land Management Officer I	1 day
			✓		Notice of Posting	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of seven (7) Residential Free Patent Applications one (1) day upon receipt of application	2 days
			✓		Communications	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial/minor revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		Assessment Form	Assist in the preparation of Assessment Form for collection of revenues	Assisted in the preparation of Assessment Form for collection of revenues	daily as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Public Land Applications	Accept public land applications	Travel to Paclasan, Roxas, Oriental Mindoro and accepted public land applications (April 20, 2021)	1 day including travel time
			✓		Public Land Survey	Assist in the conduct of Public Land Survey (PLS) of Lot No. 8345-A and 8345-B, Csd-04-05850	Travel to San Rafael, Roxas, Oriental Mindoro and assisted in the conduct of Public Land Survey (PLS) of Lot No. 8345-A and 8345-B, Csd-04-05850 (April 21, 2021)	1 day including travel time
			✓		Public Land Survey	Assist in the conduct of Public Land Survey (PLS) of Lot No. 1634-I, Csd-4B-000004	Travel to Poblacion, Bongabong, Oriental Mindoro and assisted in the conduct of Public Land Survey (PLS) of Lot No. 1634-I, Csd-4B-000004 (April 22, 2021)	1 day including travel time
				TO # 2021-1434	Public Land Survey	Assist in the conduct of Public Land Survey (PLS) 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 Survey (PLS) of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009 (April 28-29, 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)					Holiday (Maundy Thursday, Good Friday, and Araw ng Kagitingan)		April 1-2, and 9, 2021	3 days
					Leave		April 26, 2021	1 day

Signature of the Employee:

Verified by the Immediate Supervisor:

NANETTE B. CAPACIO

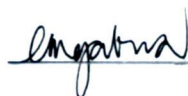
Date Accomplished:

April 30, 2021

Land Management Officer III/Chief, RPS

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					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			✓		Investigation and Investigation Report	Conduct of investigation of Residential Free Patent Applications, prepare Investigation Report and forward to Land Management Officer I	Conduct of investigation of seven (7) Residential Free Patent Applications, prepare Investigation Report and forward to Land Management Officer I	2 days
			✓		Communications	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial/minor revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		Assessment Form	Assist in the preparation of Assessment Form for collection of revenues	Assisted in the preparation of Assessment Form for collection of revenues	daily as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 1815-21	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos on the applications filed	Travel to Barangay Paclasan, Roxas, Oriental Mindoro and conducted ocular inspection and take geo-tagged photos on the applications filed (May 11-12, 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)			✓		Certification	Verify and prepare certification of lot status as requested by client	Verified and prepared certification of lot status as requested by client	daily
			✓		Public Land Applications	Verify, number, index and record the public land applications upon receipt	Verified, numbered, indexed and recorded the public land applications upon receipt	daily as needed
			✓		Survey Authority	Verify, number and record the Survey Authority upon receipt	Verified, numbered and recorded the Survey Authority upon receipt	daily as needed
					Leave		May 4, 2021	1 day
					Holiday (Eid'l Fit'r)		May 13, 2021	1 day

Signature of the Employee:



Verified by the Immediate Supervisor:



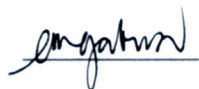
Date Accomplished:

May 31, 2021

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

Name: EURIDEZ M. GABUCO				Section: Regulation and Permitting Sec				
Position: Land Management Inspector				Division: N/A				
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			✓		Communications	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial/minor revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		Assessment Form	Assist in the preparation of Assessment Form for collection of revenues	Assisted in the preparation of Assessment Form for collection of revenues	daily as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-2254	Workshop	Attend the "Workshop on Patent Processing and Issuance (10 Year Land Titling)" for the Province of Oriental Mindoro as per Memorandum dated June 4, 2021	Travel to Barangay Suqui, Calapan City, Oriental Mindoro and attended the "Workshop on Patent Processing and Issuance (10 Year Land Titling)" for the Province of Oriental Mindoro as per Memorandum dated June 4, 2021 and coordinated with PENRO-RPS regarding Land Records matters (June 7-8, 2021)	2 days including travel time
					Land Records	Coordinate with PENRO-RPS regarding Land Records matters		
					TO # 2021-2585	Public Land Applications	Acceptance of public land applications	Travel to Barangay Masaguisi, Bongabong, Oriental Mindoro and accepted public land applications (June 23-24, 2021)
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)			✓		Certification	Verify and prepare certification of lot status as requested by client	Verified and prepared certification of lot status as requested by client	daily
			✓		Public Land Applications	Verify, number, index and record the public land applications upon receipt	Verified, numbered, indexed and recorded the public land applications upon receipt	daily as needed
			✓		Survey Authority	Verify, number and record the Survey Authority upon receipt	Verified, numbered and recorded the Survey Authority upon receipt	daily as needed

Signature of the Employee:



Date Accomplished:

June 30, 2021

Verified by the Immediate Supervisor:



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