





## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **JIELY ROSE P. GALINDEZ**, Forester **I** of the **DENR, CENRO Roxas, Or. Mindoro**, Division of Conservation and Development Section 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

**JIELY ROSE P. GALINDEZ**  
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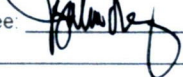
Reviewed by:	Date	Approved by:	Date
		 <b>ALMA E. GIBE</b> OIC-CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>General Administration and Support to Operations</b>	1 OPCR based on approved SPMS guidelines submitted to PENRO by end of March 2021	1 OPCR based on approved SPMS guidelines submitted to PENRO by end of March 2021 with 100% accuracy	3.000	5.000	3.000	3.667	
	1 SALN prepare and submit to Admin with 100% accuracy	1 SALN prepared and submitted to Admin with 100% accuracy	3.000	5.000	5.000	4.333	
Preparation and Submission of IPCR	One (1) IPCR (commitment) based on approved SPMS guidelines submitted to Admin Section on prescribed period	One (1) IPCR (commitment) based on approved SPMS guidelines prepared and submitted to Admin Section on prescribed period with 100% accuracy	3.000	4.500	3.000	3.500	
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		4.500	5.000	4.750	
<b>Support to Operations</b>							
Formulation and Monitoring of ENR Sector Policies , Plans, Program, and projects	100% monthly reports based on targets sent thru email to PENRO and RO before the end of the month with 100% accuracy	6 monthly reports based on targets sent thru email to PENRO and RO every 24th day of the month with 100% accuracy		5.000	5.000	5.000	
	FY 2022 Work and Financial Plan based on 2021 Planning Guidelines submitted to the CENRO on the prescribed period		3.000	5.000	3.000	3.667	
	FY 2022 revised Work and Financial Plan based on comments submitted to the CENRO 5 days upon receipt		3.000	5.000	3.000	3.667	
Data Management including Informations Systems Development and Maintenance	100% of completed MDE Forms and information including GIS maps, agreements, area development of all existing tenures submitted to PENRO on December 27, 2021						2nd sem target

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks				
			Q1	E2	T3	A4					
<b>NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM</b>											
	Conduct Assessment of Cave as embodied in 9072, Prepare and Submit Assessment Report to Chief, Conservation and Development Section						2nd sem target (On going assesment of Basyong cave, gathering and consolidation of data)				
<b>Soil Conservation and Watershed Management</b>	Monitor and Supervise the Establishment of 50 cu.m. Small Water Impounding System (SWIS) based on FMB Technical Bulletin No. 13-A						2nd sem target (on going procurement by the PENRO BAC)				
<b>Adaptive Capacities of Human Communities Band Natural Systems Improved (Environment and natural Resources Resiliency Program</b>											
<b>Watershed Characterization</b>	Assist and Jointly undertake the activities in the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Developmnt Section by the end of September 2021						2nde sem target				
<b>Other Cross Cutting Indicators</b>											
	80% of stakeholders rated the office Performance as satisfactory by end of December 2021 and result submitted to PENRO						2nd sem target				
	100% of External Clients served within the standard set in the Citizens Charter						2nd sem target				
	Prepare, Consolidate and Submit Monthly Monitoring Streamlining Efforts by end of Month with 100% accuracy						2nd sem target				
<b>Total Over all Rating</b>			<b>15.000</b>	<b>34.000</b>	<b>27.000</b>	<b>28.583</b>					
<b>Final Average Rating</b>			<b>3.000</b>	<b>4.857</b>	<b>3.857</b>	<b>4.083</b>					
<b>Adjectival Rating</b>			VERY SATISFACTORY								
<b>Comments and Recommendations for Development Purposes</b>											
Very effective as planning officer. Recommended for promotion.											
<b>Discussed with</b>	<b>Date</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Rating by:</b>		<b>Date</b>					
 <b>JIELY ROSE P. GALINDEZ</b> Employee	8/18/2021	I certify that I discussed my assessment of the performance with the employee  <b>ARABELLE JOY V. TAMAYO</b> Credit Officer I/In-Charge Admin	8/19/2021	 <b>ALMA E. GIBE</b> OIC-CENRO		8/19/2021					



Name: JIELY ROSE P. GALINDEZ					Section: Conservation and Development Section /PLANS AND SUPPORT SECTION			
Position: FORESTER I								
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 2021								
A. TARGET- RELATED ACTIVITIES	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
		√	√		Annual Report CY 2021	Prepare, Review and Submit CENRO Roxas Annual Report for CY 2020	Prepared, Reviewed and Submitted CENRO Roxas Annual Report for CY 2020	5 days
	√	√	√		Streamlining Monitoring Forms	Prepare, Consolidate and Submit CY 2020 Monitoring Streamlining Efforts to ARTA Focal Person	Prepared, Consolidated and Submitted CY 2020 Monitoring Streamlining Efforts to ARTA Focal Person	5 days
			√	reports	Draft Report Based on the activity conducted	Submit Draft Report on the activity conducted on the last week activities	Submitted Draft Report on the activity conducted on the last week activities to Section Heads	every Monday
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: 

Name: JIELY ROSE P. GALINDEZ					Section: Conservation and Development Section/ PLANS AND SUPPORT SECTION			
Position: FORESTER I					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021								
A. TARGET- RELATED ACTIVITIES	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
		√			SWIS	Conduct Ocular Inspection of the proposed Small Water Impounding System (SWIS) at Brgy. Happy Valley, Roxas, Oriental Mdo.	Conducted Ocular Inspection of the proposed Small Water Impounding System (SWIS) at Brgy. Happy Valley, Roxas, Oriental Mdo.	1 day
		√			Dessimation of Letters	Dessimation of Letters on the conduct of Stakeholders Meeting for the preparation of FY 2022 Budget Proposal withi AOR of CENRO Roxas	Dessimation of Letters on the conduct of Stakeholders Meeting for the preparation of FY 2022 Budget Proposal withi AOR of CENRO Roxas	2 days
	√	√			IWMP	Assist in the conduct of Stakeholders Meeting in preparation of Integrated Watershed Management Plan of Bongabong Watershed	Assisted in the conduct of Stakeholders Meeting in preparation of Integrated Watershed Management Plan of Bongabong Watershed	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	every Monday
		√			Monthly Reports	Prepare and Consolidate Monthly Accomplishment Report of CENRO Roxas	Prepared and Consolidated Monthly Accomplishment Report of CENRO Roxas	4 days
		√			ENR Plans and Programs	Monitor ENR Plans and Programs of DENR CENRO Roxas as indicated in Work and Financial Plan	Monitored ENR Plans and Programs of DENR CENRO Roxas as indicated in Work and Financial Plan	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								


Signature if the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_





Name: JIELY ROSE P. GALINDEZ					Section: Conservation and Development Section/ Plans and Support section			
Position: Forester I					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: MARCH 2021								
A. TARGET- RELATED ACTIVITIES	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
	√	√			SWIS	Coordinate with the requirements and other related documents in preparation for the construction of Small Water Impounding System at Brgy. Happy Valley, Roxas, Oriental Mdo.	Coordinated with the requirements and other related documents in preparation for the construction of Small Water Impounding System at Brgy. Happy Valley, Roxas, Oriental Mdo.	1 day
		√			Characterization of Cavilan Watershed	Conduct Orientation in preparation of the Characterization with Vulnerability Assessment of Cavilan Watershed	Conducted Orientation in preparation of the Characterization with Vulnerability Assessment of Cavilan Watershed at Municipal LGU Conference Room	1 day
	√			IWMP	Conduct Orientation Meeting in preparation of Integrated Watershed Management Plan (IWMP) of Bongabong Watershed	Conducted Orientation Meeting in preparation of Integrated Watershed Management Plan (IWMP) of Bongabong Watershed	1 day	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	every Monday
		√			Monthly Reports	Prepare and Consolidate Monthly Accomplishment Report of CENRO Roxas	Prepared and Consolidated Monthly Accomplishment Report of CENRO Roxas	4 days
		√			ENR Plans and Programs	Monitor ENR Plans and Programs of DENR CENRO Roxas as indicated in Work and Financial Plan	Monitored ENR Plans and Programs of DENR CENRO Roxas as indicated in Work and Financial Plan	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature if the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:   
\_\_\_\_\_

Name: JIELY ROSE P. GALINDEZ					Section: Conservation and Development Section/ Plans and Support Section			
Position: Forester I					Division:			
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
<b>A. TARGET- RELATED ACTIVITIES</b>		√	√		Cavilian Watershed	Coordination with Brgy LGUs and Municipal LGUs in preparation of Characterization and Vulnerability Assessment of Cavilian watershed	Coordinated with Brgy LGUs and Municipal LGUs in preparation of Characterization and Vulnerability Assessment of Cavilian watershed	1 day
					Collection of Soil Samples	Assist in the collection of Soil Samples as one of the activity in Characterization of Cavilian Watershed	Assisted in the collection of Soil Samples as one of the activity in Characterization of Cavilian Watershed	3 days
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	every Monday
		√			Monthly Reports	Prepare and Consolidate Monthly Accomplishment Report of CENRO Roxas	Prepared and Consolidated Monthly Accomplishment Report of CENRO Roxas	4 days
		√			Streamling Efforts	Consolidate Monthly Monitoring Efforts and submit to ARTA Focal Person	Consolidated Monthly Monitoring Efforts and submit to ARTA Focal Person	2 days holiday
		√			ENR Plans and Programs	Monitor ENR Plans and Programs of DENR CENRO Roxas as indicated in Work and Financial Plan	Monitored ENR Plans and Programs of DENR CENRO Roxas as indicated in Work and Financial Plan	3 days
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								2 days holiday (Holy Thursday and Good Friday)

Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: 



Name: JIELY ROSE P. GALINDEZ					Section: Conservation and Development Section/ Plans and Support Section			
Position: Forester I					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: MAY 2020								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WEP	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
	√	√			IWMP	Assist in the conduct of Writeshop for the formulation of Integrated Watershed Management Plan of Bongabong Watershed	Assisted in the conduct of Writeshop for the formulation of Integrated Watershed Management Plan of Bongabong Watershed	2 days
					SWIS	Assist the PENRO Technical Inspection Team for the monitoring of proposed sites for the infrastructure projects	Assisted the PENRO Technical Inspection Team for the monitoring of proposed sites for the infrastructure projects	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	every Monday
			√		CSS	Encoding of Client Satisfactory Survey Forms in the system	Encoded of Client Satisfactory Survey Forms in the system	3 days
	√				Monthly Reports	Prepare and Consolidate Monthly Accomplishment Report of CENRO Roxas	Prepared and Consolidated Monthly Accomplishment Report of CENRO Roxas	4 days
	√				Streamling Efforts	Consolidate Monthly Monitoring Efforts and submit to ARTA Focal Person	Consolidated Monthly Monitoring Efforts and submit to ARTA Focal Person	2 days holiday
	√				ENR Plans and Programs	Monitor ENR Plans and Programs of DENR CENRO Roxas as indicated in Work and Financial Plan	Monitored ENR Plans and Programs of DENR CENRO Roxas as indicated in Work and Financial Plan	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:   
\_\_\_\_\_

Name: JIELY ROSE P. GALINDEZ					Section: Conservation and Development Section/ Plans and Support Section			
Position: Forester I					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: JUNE 2021								
A. TARGET- RELATED ACTIVITIES	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
	√	√			IWMP	Assist in the conduct of Stakeholders Meeting for Integrated Watershed Management Plan IWMP	Assisted in the conduct of Stakeholders Meeting for Integrated Watershed Management Plan IWMP	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	every Monday
			√		Statistical Report	Consolidation of Quarterly Statistical Report	Consolidated of Quarterly Statistical Report	3 days
			√		CSS	Encoding of Client Satisfactory Survey Forms in the system	Encoded of Client Satisfactory Survey Forms in the system	3 days
	√				Monthly Reports	Prepare and Consolidate Monthly Accomplishment Report of CENRO Roxas	Prepared and Consolidated Monthly Accomplishment Report of CENRO Roxas	4 days
	√				Streamling Efforts	Consolidate Monthly Monitoring Efforts and submit to ARTA Focal Person	Consolidated Monthly Monitoring Efforts and submit to ARTA Focal Person	2 days holiday
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:   
\_\_\_\_\_