

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **ACE C. GLORIA**, Forest Technician I of the CENRO Roxas- Monitoring and Enforcement 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 January to June 2021.

Ratee:
Date:

ACE C. GLORIA
ACE C. GLORIA

Reviewed by:	Date	Approved by:	Date				
REYNALDO PUDQUET Sector Head		ALMA E. GIBE OIC-CENRO					
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services							
Submission of Individual SALN	One (1) Statement of Assets and Liabilities and Networth (SALN) prepare and submit to Admin based on Section 8 of RA 6713 on February 20, 2021	One (1) Statement of Assets and Liabilities and Networth (SALN) prepare and submit to Admin based on Section 8 of RA 6713 on February 20, 2021 100% accuracy	3.000	5.000	5.000	4.333	
Submission of IPCR	One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section on prescribed period	One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section on prescribed period with 100	3.000	5.000	3.000	3.667	
Actions on Documents/Requests	100% of documents acted upon Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of	100% of documents acted upon Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office		5.000	3.000	4.000	
Support to Operation							
	One (1) CRMF with 5-year work plan and generated map submitted to PENRO by the end of November 2021						Second Semester Target
	Conduct re-survey and mapping of 3,116 hectares of CBFM area clearly defined on the ground by the end of June 2021	Conducted re-survey and mapping of 4,089.43 hectares of CBFM area clearly defined on the ground by mid of May 2021	5.000	5.000	5.000	5.000	
Natural Resources Enforcement and Regulation Program							
	Monitor six (6) CBFM in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO by the end of September 2021 with 100% accuracy	Monitored four (4) CBFM in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO on March 15, 2021 and June 07, 2021 with 100% accuracy.	5.000	5.000	3.000	4.333	Remaining target will be accomplished on Second Semester
	Assess four hundred seventy-five (475) expired CSC with report indicating categoral recommendation submitted to PENRO by the end December 2021 with	Assessed two hundred eighty-two (282) expired CSC with report indicating categoral recommendation submitted to PENRO on March 15, 2021 and June 07, 2021 with 100% accuracy.	3.990	5.000	3.000	3.997	Remaining target will be accomplished on Second Semester
Natural Resources and Development Program							
Forest Development, Rehabilitation, Maintenance and Protection	Conduct inspection within 124.0 hectares within 30 days upon request with 100% accuracy.	Conducted inspection within 124.0 hectares within 30 days upon request with 100% accuracy.	3.000	5.000	3.000	3.667	
Total Overall Rating			22.990	35.000	25.000	28.997	
Final Average Rating			3.832	5.000	3.571	4.142	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes <i>Recommended for training on technical writing</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
<i>ACE C. GLORIA</i> Employee	8/18/2021	I certify that I discussed my assesment of the performance with the employee/ ARABELLE JOY TAMAPOS In-Charge, Administrative Unit	8/19/2021	<i>ALMA E. GIBE</i> OIC-CENRO	8/19/2021		

IPCR - Legend 1 - Quantitv 2 - Efficiency 3 - Timeless 4 - Average

Name: ACE C. GLORIA					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN I					Division: FOREST MANAGEMENT DIVISION			
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
	✓		✓			Expired Certificate of Stewardship	Plotted the CSC Holders Area using Arc GIS for CY 2021 CSC Performance Evaluation Assessment	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	✓			Travel Order No. 2021-165	Assessment	Enhanced National Greening Program	Assisted in the conduct of Site Assessment of ENGP Site under Central Office Based Target Family Approach	2 days
				Travel Order No. 2021-210		RLTA	To assist in the conduct survey in the Municipality of Roxas for RLTA	1 day
			✓			Inspection/Inventory/Verification of Planted Trees Report	Prepared tally sheet, stand stock table, geo tagged pictures and other attachment for Tree Cutting Permit	5 days
			✓			Walk-in clients on Regulation and Permitting Section	Assisted and prepared letter for clients with lacking requirements on request for tree Cutting Permit	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)	January 01, 2021-HOLIDAY							
	January 20-22, 2021-OFFICE DISINFECTION							
	January 29, 2021-ON LEAVE							

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: _____

REYNALDO D. PUDIQUET

Forester III/Chief MES

Name: ACE C. GLORIA					Section: Monitoring and Enforcement Section			
Position: Forest Technician I					Division: Forest Management Division			
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	✓			Travel Order 2021-250	Coordination	CSC Assessment and Evaluation	Coordination with the Barangay LGU of Balugo, Mansalay for the conduct of meeting with So. Leader and CSC holders and conduct of Performance Evaluation and Assessment of expired CSC located at So. Matucan Brgy. Balugo, Mansalay, Or. Mdo. Conducted meeting with So. Leader and CSC holders and conduct of Performance Evaluation and Assessment of expired CSC. Conducted Performance Evaluation and Assessment of expired CSC.	3 days including travel time
	✓			Travel Order 2021-395	Assessment/Evaluation	CSC Assessment and Evaluation	Continue the conduct of performance evaluation and assessment of expired CSC of Balugo, Mansalay.	2 days including travel time
	✓		✓			CSC Assessment and Evaluation	Assisted in preparing Map using GIS of evaluated expired Certificate of Stewardship Contract	7 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	✓			Travel Order 2021-288	Assessment	Enhanced National Greening Program	Assisted in the conduct of site assessment, survey mapping, including the conduct of Soil analysis, IEC and stakeholders consultation of Bamboo Plantation under Family Approach Program CY 2021 located at Mansalay, Oriental Mindoro.	3 days including travel time
	✓			Travel Order 2021-349	Assessment	Enhanced National Greening Program	Assisted in the conduct of Site Assessment for Bamboo Plantation under Family Approach Program CY 2021 located at Bulalacao, Oriental Mindoro.	3 days including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)	February 12, 2021 and February 25, 2021-HOLIDAY							

Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor: **REYNALDO D. BUDQUET**
Forester II/Chief MES

Name: ACE C. GLORIA					Section: Monitoring and Enforcement Section			
Position: Forest Technician I					Division: Forest Management Division			
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	√			Travel Order # 2021-516	Assessment/Evaluation	CSC Assessment and Evaluation	Continue the conduct of Performance Evaluation and Assessment of expired CSC located at So. Cabugao Proper, Bulalacao, Or. Mdo.	2 days including travel time
	√		√			CSC Performance Evaluation and Assessment Report	Assisted in laying out of maps and other supporting documents of CSC for the 1st quarter target	daily
	√			Travel Order # 2021-445	Resurveying/Meeting	Resurveying and Relocation of Tenorial Instrument	Assisted in the conduct of meeting for the resurveying and mapping of exiting tenorial instrument within FORSIHAMA, BALATBAT and STANLEY CBFM Association	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	√			Travel Order # 2021-727	Resurveying/Relocation	Resurveying and Relocation of Tenorial Instrument	Assited in the coordination with the President of STANLEY CBFM Association Re: Conduct of Resurveying. Assisted in the conduct of resurveying, relocating and mapping of existing tenorial instrument of STANLEY CBFM Association	3 days including travel time
	√			Travel Order # 2021-1258	Resurveying/Relocation	Resurveying and Relocation of Tenorial Instrument	Assited in the resurveying, relocating and mapping of existing tenorial instrument of STANLEY CBFM Association	4 days including travel time
	√							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)	March 29-31, 2021-OFFICE DISINFECTION							

Signature if the Employee: ACE C. GLORIA
Date Accomplished: _____

Verified by the Immediate Supervisor:


REYNALDO B. YUDIQUET
Forester II/Chief MES

Name: ACE C. GLORIA					Section: Monitoring and Enforcement Section			
Position: Forest Technician I					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 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
	✓		✓			CSC Master File	Finalizing the Master File of CSC under the jurisdiction of CENRO Roxas, Oriental Mindoro	3 days
B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>	✓			Travel Order # 2021-1288	Resurveying/Relocation	Resurveying and Relocation of Tenurial Instrument	Conducted resurveying and mapping of existing tenurial instrument of FORSIHAMA CBFM Association within the Municipality of Bongabong, Oriental Mindoro	3 days including travel time
	✓			Travel Order # 2021-1364	Resurveying/Relocation	Resurveying and Relocation of Tenurial Instrument	Conducted resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association within the Municipality of Bulalacao, Oriental Mindoro	4 days including travel time
	✓			Travel Order # 2021-1337	Resurveying/Relocation	Resurveying and Relocation of Tenurial Instrument	Assisted in the conducted of resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association within the Municipality of Bulalacao, Oriental Mindoro	4 days including travel time
	✓		✓		Learning Event		Learning Event on Environment and Natural Resources Frontline Course	5 days
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but other designations, functions and concurrent capacities)</i>	April 01-02, 2021 and April 09 2021-HOLIDAY							

Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: **REYNALDO PUDIQUET**
Forester III/ Chief MES

Name: ACE C. GLORIA					Section: Monitoring and Enforcement Section			
Position: Forest Technician I					Division: Forest Management 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	√			Travel Order # 2021-1792	Coordinate/Evaluation and Assessment	CSC Assessment and Evaluation	Coordination with Barangay Chairman regarding the upcoming meeting with So. Leader for the conduct of Performance Evaluation and Assessment of CSC located at Brgy. Panaytayan, Mansalay, Or. Mdo. Conducted Performance Evaluation and Assessment of CSC within the Municipality of Mansalay, Oriental Mindoro	3 days including travel time
	√			Travel Order # 2021-1964	Coordinate/Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted meeting with the CSC Holders at Brgy. Panaytayan, Mansalay, Oriental Mindoro. Coordinated CBFM PO's of STANLEY CBFM and BALATBAT CBFM regarding the upcoming exit meeting of resurveying at Roxas, and Bulalacao, Or. Mdo.	3 days including travel time
	√			Travel Order # 2021-1981	Assessment/Evaluation	CSC Performance Evaluation and Assessment	Conducted Performance Evaluation and Assessment of 73 expired CSC located at Mausoy, Brgy. Panaytayan, Mansalay, Or. Mdo.	3 days including travel time
	√		√				Assisted in laying out of maps and other supporting documents of CSC for the 2nd quarter target	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	√			Travel Order # 2021-1662	Resurveying/Relocation	Resurveying and Relocation of Tenurial Instrument	Conducted resurveying and mapping of existing tenurial instrument of BALATBAT CBFM CBFM Association within the Municipality of Bulalacao, Oriental Mindoro	4 days including travel time
			√			Regulating and Permitting Walk-in Clients	Assisted clients' queries regarding the tree cutting permit and requirements	daily
						Pag-Ibig Loyalty Card	Attended capturing regarding the updating of Loyalty Card at PENRO Conference Room Suqui, Calapan City, Oriental Mindoro	1 day including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					May 13, 2021-HOLIDAY			

Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor:

REYNALDO D. PUDIQUET
Forester III/Chief MES

Name: ACE C. GLORIA				Section: Monitoring and Enforcement Section				
Position: Forest Technician I				Division: Forest Management 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	✓			Travel Order # 2021-2186	Coordinate/Evaluation and Assessment	CSC Assessment and Evaluation	Coordinated with FORSIHAMA CBFM PO's for the conduct of Monitoring of CBFM Association's activities and output pertaining to their organizational, social and economic development and area development located at Bongabong, Or. Mdo. To continue the conduct of expired CSC at So. Mausoy, Panaytayan, Mansalay, Or. Mdo.	3 days including travel time
	✓			Travel Order # 2021-2245	Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted Performance Evaluation and Assessment of 83 expired CSC located at So. Dagum and Pasi Brgy. Panaytayan, Mansalay, Or. Mdo.	3 days including travel time
	✓			Travel Order # 2021-2496	Evaluation and Assessment	CSC Performance Evaluation and Assessment	Continue the conduct of Performance Evaluation and Assessment of expired CSC located at Panhulugan, Brgy. Panaytayan, Mansalay, Or. Mdo.	3 days including travel time
	✓			Travel Order # 2021-2672	Evaluation and Assessment	CSC Performance Evaluation and Assessment	Coordinated the Brgy. LGU of Sta. Teresita and Waygan for the conduct of meeting with the CSC Holders and Brgy. LGU Officials and conduct Performance Evaluation and Assessment of expired CSC located at Brgy. Sta. Teresita and Waygan, Mansalay, Or. Mdo.	1 day
	✓				Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted Performance Evaluation and Assessment of expired CSC located at Brgy. Panaytayan, Mansalay, Or. Mdo.	3 days including travel time
	✓		✓			CSC Performance Evaluation and Assessment Report	Assisted in laying out of maps and other supporting documents of CSC for the 2nd quarter target. Assisted in preparing supporting documents.	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓			Certificate of Tree Plantation Ownership	Prepared Inspection Report of Client's Request for CTPO	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:

REYNALDO A. PUDQUET
Forester III/Chief MES