

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **LINGIN U. LITAW**, of the **CENRO-Roxas, Or. Mdo.**, Division of **Monitoring and Enforcement Section** commit to deliver and agree to be rated on the attainment of the following in accordance with the indicated measures for the period **January to June 2021**.

Ling U. Litaw
LINGIN U. LITAW

Ratee:

Date:

Reviewed by:	Date:	Approved by:	Date:
REYNALDO D. PUDIQUET		<i>Alma E. Gibe</i> ALMA E. GIBE	
Immediate Supervisor: Chief, Monitoring and Enforcement Section		Head of Office: DMO V	

OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services							
Submission of Individual SALN	1. One (1) Statement of Assets and Liabilities and Networth (SALN) prepare and submit to Admin Officer within prescribe time with 100% accuracy	1. One (1) Statement of Assets and Liabilities and Networth (SALN) prepared and submitted to Admin Officer within prescribe time with 100% accuracy	3.000	5.000	5.000	4.333	
Submission of IPCR	1. One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section on prescribed period	1. One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section for the period of January to December 2021	3.000	5.000	3.000	3.667	
Actions on Documents/Requests	100% of documents acted upon	100% of documents acted upon		3.000	3.000	3.000	
	Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office	Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office					
Natural Resources Enforcement and Regulation Program							
Support to full operationalization of Lawin System	Lead in the conduct of patrolling of 120 kilometers within conservation areas and decide on action taken on the observed threats with report submitted to Chief, Monitoring and Enforcement Section every 18th day of the month with 100% accuracy.	Lead in the conduct of patrolling of 116.88 kilometers within conservation areas and decide on action taken on the observed threats with report submitted to Chief, Monitoring and Enforcement Section every 18th day of the month with 100% accuracy.	5.000	5.000	5.000	5.000	Designated Team Leader
Total Overall Rating			11.000	18.000	16.000	16.000	
Final Average Rating			3.667	4.500	4.000	4.000	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes: <i>Recommended for trainings on law enforcement.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
<i>Ling U. Litaw</i> LINGIN U. LITAW Employee	8/18/2021	I certify that I discussed my assesment of the performance with the employee <i>Arabelle Joy V. Tamayosa</i> ARABELLE JOY V. TAMAYOSA In-charge, Admin. Unit	8/19/2021	<i>Alma E. Gibe</i> ALMA E. GIBE OIC, CENRO	8/19/2021		

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

Name: LINGIN U. LITAW					Section: Monitoring and Enforcement Section		
Position: Forest Ranger					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)
			√		PDS	Updating of the Personal Data Sheet (PDS)	Update the Personal Data Sheet (PDS and submit to Personnel Section
			√		SALN/IPCR	SALN and IPCR as of December 31, 2020	Updated SALN/IPCR as of December 31, 2020 submitted to Personnel Section- Administrative Division on January 2021
			√		Clients	Entertain the clients	Answered clients queries
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-125	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas
			√		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities
					WORK FROM HOME (OFFICE DISINFECTION) January 20, 21 and 22, 2021		3 days
					HOLIDAY (January 1, 2021)		1 day
					ON LEAVE (January 15 and 25, 2021)		2 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 S. JUDIQUEZ

Forester I/Chief MES

Name: LINGIN U. LITAW					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					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				TO # 2021-245	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	5 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021-2170	Meeting	Participate/attend the Retooled Community Support Program (RCSP) immersion and Serbisyo Caravan at So. Sinariri Panaytayan Mansalay, Oriental Mindoro	Participated/attended the Retooled Community Support Program (RCSP) immersion and Serbisyo Caravan at So. Sinariri Panaytayan Mansalay, Oriental Mindoro	3 days
				TO # 2021-310	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021-322	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021-390	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities
					HOLIDAY (February 12 AND 25, 2021)			2 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature if the Employee: L. Litaw
Date Accomplished: _____

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

Name: LINGN U. LITAW					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March , 2021								
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
A. TARGET- RELATED ACTIVITIES	✓			TO # 2021-	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-050	Forest Development Section	Survey and Mapping	Conduct delineation on the potential forest production and protection within the administrative jurisdiction of Occidental Mindoro	17 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: Lingn U. Litaw
Date Accomplished: _____

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

Name: LINGIN U. LITAW					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					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
	√			TO # 2021-1428	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
			√		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Clients	Entertain the clients	Answered clients queries	daily
					HOLIDAY (April 1,2,9, 2021)			3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					WORK FROM HOME PENRO SO 2021-30 (April 5,6,7,8,12,13,14,15 and 16, 2021)			9 days

Signature of the Employee: L. U. Litaw

Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO A. PUDIQUET

Forester II/Chief MES

Name: LINGIN U. LITAW					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May, 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
				TO # 2021-1681	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-1810	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-107	Forest Development Section	Survey and Mapping	Conduct delineation on the potential forest production and protection within the administrative jurisdiction of Occidental Mindoro	10 days
			√		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days
			√		3220106	Entertain the clients	Answered clients queries	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								
						HOLIDAY (May 13, 2021)		1 day
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 P. PUDIQUET

Forester III/Chief MES

Name: LINGIN U. LITAW					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					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	√			TO # 2021-2662	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	Conducted monitoring of incoming and outgoing forest product and wildlife trade at port of Mansalay	
				TO # 2021-107	Forest Development Section	Survey and Mapping	Conduct delineation on the potential forest production and protection within the administrative jurisdiction of Occidental Mindoro	14 days
			√		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				√	Clients	Entertain the clients	Answered clients queries	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: LULitaw
Date Accomplished: _____

Verified by the Immediate Supervisor: **REYNALDO R. RUDIQUET**
Forester II/Chief MES