

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JERRY R. MANUCAY, Forest Technician II 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:

JERRY R. MANUCAY

Reviewed by:	Date	Approved by:	Date				
REYNALDO D. PUDIQUET Sector Head		ALMA E. GIBE OIC-CENRO					
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>General Administration and Support Services</b>							
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 with 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 office	100% of documents acted upon Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office		4.000	3.000	3.500	
<b>Support to Operation</b>							
	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	
<b>Natural Resources Enforcement and Regulation Program</b>							
	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 100% accuracy	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%	3.990	5.000	3.000	3.997	Remaining target will be accomplished on Second Semester
Total Overall Rating			19.990	29.000	22.000	24.830	
Final Average Rating			3.998	4.833	3.667	4.138	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes: <i>Recommended for promotion. Can provide &amp; prepare technical writing &amp; h/c job very satisfactory</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
JERRY R. MANUCAY Employee	8/18/2021	I certify that I discussed my assesment of the performance with the employee ARABELLE JOY TAMAYO In-Charge, Administrative Unit	8/19/2021	ALMA E. GIBE OIC-CENRO	8/19/2021		

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

Name: Jerry R. Manucay  
 Position: Forest Technician II

Section: Monitoring and Enforcement Section  
 Division: Forest Management Division

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
<b>A. TARGET- RELATED ACTIVITIES</b>	✓		✓		CSC Maps	Map Digitization	Prepared CSC Maps & Reports	9 days
	✓							
	✓							
	✓							
	✓							
	✓							
	✓							
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)						Office Disinfection/Work from Home Holiday Leave	January 20, 21, 22, 25, 26, 27, 28, & 29 January 1, 2021 January 11, 14, 15	8 days 1 day 3 Days
<b>C. OTHER FUNCTIONS AND DUTIES</b> (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 PUDIQUET**  
 Forester III/ Chief, MES



Name: Jerry R. Manucay				Section: Monitoring and Enforcement Section				
Position: Forest Technician II				Division: Forest Management 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
	✓		✓		CSC Maps	Map Digitization	Prepared CSC Maps	6 days
	✓			Travel Order # 2021-251	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at Cambunang, Bulalacao, Oriental Mindoro.	3 days
	✓			Travel Order # 2021-290	CSC Performance Evaluation and Assessment/CBFMA Monitoring	CSC Performance Evaluation and Assessment?CBFMA Monitoring of MAPALAD CBFMA	CBFMA Monitoring of MAPALAD CBFMA at Bulalacao and Conducted performance evaluation and assessment with CSC holders at So. Barayong, Manaul, Mansalay, Oriental Mindoro.	3 days
	✓			Travel Order # 2021-176	CSC Performance Evaluation and Assessment/CBFMA Monitoring	CSC Performance Evaluation and Assessment?CBFMA Monitoring of PHM CBFMA	CBFMA Monitoring of PHM CBFMA at Bulalacao and Conducted performance evaluation and assessment with CSC holders at So. Barayong, Manaul, Mansalay, Oriental Mindoro.	3 days
				Travel Order # 2021-400	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Tambacan, Cabugao, Bulalacao, Oriental Mindoro.	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Holiday	February 12 & 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 A. PUDIKUET**  
Forester III / Chief, MES

Name: Jerry R. Manucay					Section: Monitoring and Enforcement Section			
Position: Forest Technician II					Division: Forest Management 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
	√		√		CSC & Tree Inventory Maps	Map Digitization	Prepared CSC Maps & Inventory Report	9 days
	√			Travel Order # 2021-446	CBFM Meeting & Coordination	Resurveying/Relocation of Tenurial Instruments- CBFMA	Conducted meeting with PO's Officer and members of FORSIHAMA, STANLEY and BALATBAT CBFM located at Roxas, Bongabong & Bulalacao, Or. Mindoro	3 days
	√			Travel Order # 2021-518	Watershed Meeting & Orientation & CSC Monitoring	Watershed Characterization and Vulnerability Assessment	Participated in the Orientation for Watershed Characterization and Vulnerability Assessment of Cavillan Watershed at Bulalacao and conducted CSC boundary Resolution at Mapang, Bongabong, Oriental Mindoro.	2 days
	√			Travel Order # 2021-728	Resurveying/Relocation of Tenurial Instruments- CBFMA	Resurveying/Relocation of Tenurial Instruments of STANLEY CBFMA	Assist in the conduct of resurveying, relocation and mapping of existing tenurial instrument of STANLEY CBFM Association located at Roxas & Mansalay , Oriental Mindoro.	2 days
				Travel Order # 2021-1260	Resurveying/Relocation of Tenurial Instruments- CBFMA	Resurveying/Relocation of Tenurial Instruments of STANLEY CBFMA	Assist in the conduct of resurveying, relocation and mapping of existing tenurial instrument of STANLEY CBFM Association located at Roxas & Mansalay , Oriental Mindoro.	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Office Disinfection	March 29, 30 & 31	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 R. RUDIQUET  
Forester III / Chief, MES



Name: Jerry R. Manucay				Section: Monitoring and Enforcement Section				
Position: Forest Technician II				Division: Forest Management 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>	√		√		Resurveying & Relocation Report	Map Digitization	Prepared Resurveying & Relocation Report	3 days
	√			Travel Order # 2021-1297	Resurveying/Relocation of Tenurial Instruments- CBFMA	Resurveying/Relocation of Tenurial Instruments of FORSIHAMA CBFMA	Assist in the conduct of resurveying, relocation and mapping of existing tenurial instrument of FORSIHAMA CBFM Association located at Bongabong , Oriental Mindoro.	3 days
				Travel Order # 2021-1366	Resurveying/Relocation of Tenurial Instruments- CBFMA	Resurveying/Relocation of Tenurial Instruments of BALATBAT CBFMA	Assist in the conduct of resurveying, relocation and mapping of existing tenurial instrument of BALATBAT CBFM Association located at Bulalacao , Oriental Mindoro.	3 Days
				Travel Order # 2021-1339	Resurveying/Relocation of Tenurial Instruments- CBFMA	Resurveying/Relocation of Tenurial Instruments of BALATBAT CBFMA	Assist in the conduct of resurveying, relocation and mapping of existing tenurial instrument of BALATBAT CBFM Association located at Bulalacao , Oriental Mindoro.	4 Days
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)						Holiday	April 1, 2 & 9, 2021	3 Days
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)				RSO #	Webinar	Webinar on ENR Frontline Course	April 26-30,2021	5 days

Signature of the Employee: \_\_\_\_\_

Date Accomplished: \_\_\_\_\_

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

**REYNALDO S. PUDIQUET**  
Forester III / Chief, MES

Name: Jerry R. Manucay				Section: Monitoring and Enforcement Section				
Position: Forest Technician II				Division: Forest Management Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 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 Mapping	CSC Mapping and Reports	Prepared report and maps	6 days
	√			Travel Order # 2021-1665	Resurveying/Relocation of Tenurial Instruments- CBFMA	Resurveying/Relocation of Tenurial Instruments of BALATBAT CBFMA	Assist in the conduct of resurveying, relocation and mapping of existing tenurial instrument of BALATBAT CBFMA Association located at Bulalacao, Oriental Mindoro.	4 days
	√			Travel Order # 2021-1795	CSC Meeting & Coordination	CSC Performance Evaluation and Assessment	Coordination regarding conduct of Performance Evaluation and Assessment of CSC at Panaytayan, Mansalay, Oriental Mindoro..	3 days
				Travel Order # 2021-1966	CSC Meeting & Coordination	CSC Performance Evaluation and Assessment	Conducted meeting regarding conduct of Performance Evaluation and Assessment of CSC at Panaytayan, Mansalay, Oriental Mindoro..	3 days
				Travel Order # 2021-1994	CSC Assessment	CSC Performance Evaluation and Assessment	Conducted Performance Evaluation and Assessment of CSC at Panaytayan, Mansalay, Oriental Mindoro..	2 days
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: \_\_\_\_\_

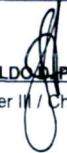
Verified by the Immediate Supervisor: \_\_\_\_\_

REYNALDO D. PUDIQUET  
Forester III / Chief, MES

Name: Jerry R. Manucay				Section: Monitoring and Enforcement Section				
Position: Forest Technician II				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
<b>A. TARGET-RELATED ACTIVITIES</b>	✓		✓		Office work	Preparation of Report	Prepared various report	9 days
	✓			Travel Order # 2021-2185	CSC Performance Evaluation and Assessment	Performance Evaluation and Assessment of expired CSC	Conducted performance Evaluation and Assessment of expired CSC at So. Mausoy, Panaytayan, Mansalay, Or. Mindoro.	3 days
	✓			Travel Order # 2021-2247	CSC Performance Evaluation and Assessment	Performance Evaluation and Assessment of expired CSC	Conducted performance Evaluation and Assessment of expired CSC at So. Dagum & Pasi, Panaytayan, Mansalay, Or. Mindoro.	3 days
				Travel Order # 2021-2332	CSC Performance Evaluation and Assessment	Performance Evaluation and Assessment of expired CSC	Conducted performance Evaluation and Assessment of expired CSC at So. Panhulugan, Panaytayan, Mansalay, Or. Mindoro.	3 days
				Travel Order # 2021-2498	CSC Performance Evaluation and Assessment	Performance Evaluation and Assessment of expired CSC	Conducted performance Evaluation and Assessment of expired CSC at So. Panhulugan, Panaytayan, Mansalay, Or. Mindoro.	3 days
				Travel Order # 2021-2670	CSC Meeting & Coordination	CSC Performance Evaluation and Assessment	Conducted Coordination with CSC Holders For Performance Evaluation and Assessment at Teresita and Waygan, Mansalay, Oriental Mindoro	1 Day
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (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 PUDIQUET**  
Forester III / Chief, MES