



*INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, RODEL M. MONTEALEGRE, 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:

RODEL M.
MONTEALEGRE

Date:

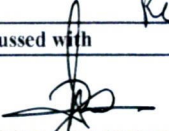


Reviewed by:	Date	Approved by:	Date
 NANETTE B. CAPACIO LMO III/Chief,RPS		 ALMA E. GIBE DMO V/OIC-CENRO	

Output	Success Incators (targets+measures)		Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT	100% submission of Admin to CENRO by 2nd week of February, 2021	100% submitted of SALN to Admin by 2nd week of February, 2021	3.000	4.000	4.000	3.667	
	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 submitted to Admin Section on prescribed period with 100% accuracy.	3.000	5.000	5.000	4.333	
Actions to be taken	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 CONSERVATION AND DEVELOPMENT PROGRAM

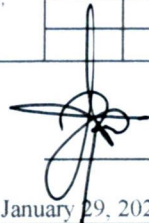
Land Survey, Disposition and Records Management	Prepare and post notices of 36 Residential Free Patent Applications within Twenty-Six (26) days upon receipt of applications						To be rated on the Second Semester of CY 2021
	Conduct Investigation of 36 Residential Free Patent Application and Prepare 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. Can perform his job very satisfactory & can accomplish all his targets on time							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
 RODEL M. MONTEALEGRE LMO II/DPLI	8/18/2021	I certify that I discussed my assessment of the performance with the employee  ARABELLE JOY V. TAMAYOSA Credit Officer /In-charge Admin	8/19/2021	 ALMA E. GIBE DMO V/OIC-CENRO	8/19/2021		

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Se		
Position: Land Management Officer II					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)
A. TARGET-RELATED ACTIVITIES			✓		Individual Performance Commitment and Review	Submit Individual Performance Commitment and Review (IPCR) with rating to Administrative Section for July to December 2020	Submitted Individual Performance Commitment and Review (IPCR) with rating to Administrative Section for July to December 2020
			✓		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
			✓		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
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
						Leave	January 12, 14-15, and 29, 2021
						Office Disinfection	January 20-22, 2021

Signature of the Employee:



Date Accomplished:

January 29, 2021

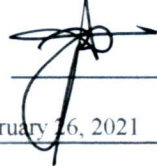
Verified by the Immediate Supervisor:



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

Name: RODEL M. MONTEALEGRE				Section: Regulation and Permitting Sec				
Position: Land Management Officer II				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
			✓		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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-269	Public Land Applications	Accept public land applications	Travel to Maujao, Bulalacao, Oriental Mindoro and accepted public land applications (February 9-11, 2021)	3 days including travel time
				TO # 2021-351	Public Land Applications	Accept public land applications	Travel to Masaguisi, Bongabong, Oriental Mindoro and accepted public land applications (February 16-19, 2021)	4 days including travel time
			✓		Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos as per request of Mr. Ranie Rodrigo Dablo	Travel to Isla Bangkaso, Barangay San Francisco, Bulalacao, Oriental Mindoro and conducted ocular inspection and take geo-tagged photos as per request of Mr. Ranie Rodrigo Dablo (February 23-26, 2021)	4 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 (Chinese New Year and EDSA People Power Revolution Anniversary)	February 12 and 25, 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: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Se			
Position: Land Management Officer II					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)	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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-454	Ocular Inspection and GIS	Conduct of ocular inspection and to assist GIS on the request of BFAR	Travel to Sitio Dalapian, Barangay Labasan, Bongabong, Oriental Mindoro and conducted ocular inspection and assisted GIS on the request of BFAR (March 2-3, 2021)	2 days including travel time
					Ocular Inspection	Conduct of ocular inspection	Travel to Barangay San Francisco and Barangay Maujao, all within Bulalacao, Oriental Mindoro and conducted ocular inspection (March 4-5, 2021)	2 days including travel time
				TO # 2021-1276	Ocular Inspection and Public Land Applications	Conduct of ocular inspection and acceptance of public land applications	Travel to Barangay Balatasan, Bulalacao, Oriental Mindoro and conducted ocular inspection and accepted of public land applications (March 9-10, 2021)	2 days including travel time
					Ocular Inspection and Public Land Applications	Conduct of ocular inspection and take geo-tagged photos as per request of Ms. Donata S. Ojeno	Travel to Barangay San Juan, Bulalacao, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos as per request of Ms. Donata S. Ojeno (March 11-12, 2021)	2 days including travel time
				TO # 2021-1277	Ground Verification	Assist in the conduct of ground verification of cadastral road	Travel to Barangay Wasig, Mansalay, Oriental Mindoro and assisted in the conduct of ground verification of cadastral road (March 17-19, 2021)	3 days including travel time
			✓		Ground Verification	Assist in the conduct of ground verification of cadastral road	Travel to Barangay Wasig, Mansalay, Oriental Mindoro and assisted in the conduct of ground verification of cadastral road (March 24-26, 2021)	3 days including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)					Office Disinfection	March 29-31, 2021	3 days	

Signature of the Employee:

Date Accomplished:

March 31, 2021

Verified by the Immediate Supervisor:

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

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Section			
Position: Land Management Officer II					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			✓		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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-1441	Ocular Inspection	Assist in the conduct of ocular inspection as per instruction of from OIC-CENR Officer Alma E. Gibe	Travel to Isla Bangkaso, San Francisco, Bulalacao, Oriental Mindoro and assisted in the conduct of ocular inspection as per instruction of from OIC-CENR Officer Alma E. Gibe (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 22-23, 2021)	2 days including travel time
				TO # 2021-1433	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 27-30, 2021)	4 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	

Signature of the Employee:

Date Accomplished:

April 30, 2021

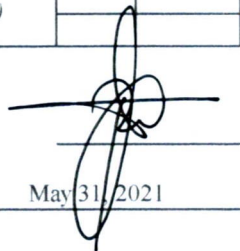
Verified by the Immediate Supervisor:


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

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Sec			
Position: Land Management Officer II					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			✓		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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				✓	Public Land Surveys	Assist in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009	Travel to Barangay San Francisco, Bulalacao, Oriental Mindoro and assisted in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009 (May 4-7, 2021)	4 days including travel time
				TO # 2021-2262	Ocular Inspection	Conduct of ocular inspection as requested by Mr. Rene Mantaring	Travel to Sagana, Bongabong, Oriental Mindoro and conducted ocular inspection as requested by Mr. Rene Mantaring (May 11-12, 2021)	2 days including travel time
			Ocular Inspection		Conduct of ocular inspection on Lot No. 1259, Pls-138 for issuance of Survey Authority	Travel to Barangay San Jose, Bongabong, Oriental Mindoro and conducted ocular inspection on Lot No. 1259, Pls-138 for issuance of Survey Authority (May 13-14, 2021)	2 days including travel time	
			✓	Ocular Inspection	Conduct of ocular inspection on the lots occupied by Rodel Morillo, Sofronio Rafal, Romelando Malamanig and Larry Familara	Travel to KI, Poblacion, Bongabong, Oriental Mindoro and conducted ocular inspection on the lots occupied by Rodel Morillo, Sofronio Rafal, Romelando Malamanig and Larry Familara (May 18-21, 2021)	4 days including travel time	
			✓	Ocular Inspection	Conduct of ocular inspection on Lot No. 66 as requested by Mr. Rennie Anthony D. Mantaring	Travel to Aplaya, Bongabong, Oriental Mindoro and conducted ocular inspection on Lot No. 66 as requested by Mr. Rennie Anthony D. Mantaring (May 25, 2021)	1 day including travel time	
			✓	Ocular Inspection	Conduct of ocular inspection and IEC at the Marine Zone	Travel to Manual, Mansalay, Oriental Mindoro and conducted ocular inspection and IEC at the Marine Zone (May 26-27, 2021)	2 days including travel time	

	Type		Nature		Detail 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
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						Holiday (Eid'l Fit'r)	May 13, 2021	1 day

Signature of the Employee:



Date Accomplished:

May 31, 2021

Verified by the Immediate Supervisor:


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

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Se			
Position: Land Management Officer II					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			✓		Notice of Posting	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of one (1) 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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				✓	Committee Hearing	Attendance on the Committee Hearing with the Municipal Local Government Unit of Bulalacao, Oriental Mindoro	Travel to Poblacion, Bulalacao, Oriental Mindoro and attended the Committee Hearing with the Municipal Local Government Unit of Bulalacao, Oriental Mindoro (June 1-2, 2021)	2 days including travel time
				✓	Ocular Inspection	Conduct of ocular inspection on Lot No. 179, Cad-506, Roxas Cadastre	Travel to Bagumbayan, Roxas, Oriental Mindoro and conducted ocular inspection on Lot No. 179, Cad-506, Roxas Cadastre (June 3-4, 2021)	2 days including travel time
				✓	Ocular Inspection	Conduct of ocular inspection of lot occupied by Editha Sotto Vitto	Travel to Barangay Carmundo, Bongabong, Oriental Mindoro and conducted ocular inspection of lot occupied by Editha Sotto Vitto (June 9, 2021)	1 day including travel time
				✓	Ocular Inspection	Conduct of ocular inspection on Lot No. 452, Cad-177, Bongabong Cadastre	Travel to Barangay Sagana, Bongabong, Oriental Mindoro and conducted ocular inspection on Lot No. 452, Cad-177, Bongabong Cadastre (June 10-11, 2021)	2 days including travel time
				✓	Ocular Inspection	Conduct of ocular inspection as requested by Ms. Rhealyn Ysog on the lot	Travel to Barangay Maasin, Bulalacao, Oriental Mindoro and conducted ocular inspection as requested by Ms. Rhealyn Ysog on the lot (June 15, 2021)	1 day including travel time
				✓	Public Land Survey	Assist in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009	Travel to Barangay San Francisco, Bulalacao, Oriental Mindoro and assisted in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-M to 1281-U, Csd-4B-000196-D as per approved Survey Order No. 2021-009 (June 16-18, 2021)	3 days including travel time

	Type		Nature		Detail 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. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-2587	Public Land Applications	Acceptance of public land applications	Travel to Masaguisi, Bongabong, Oriental Mindoro and accepted public land applications (June 22, 2021)	1 day including travel time
					Ocular Inspection	Conduct of ocular inspection as per request of Mr. Herminigildo Ramos	Travel to Barangay Pulosahi, Bongabong, Oriental Mindoro and conducted ocular inspection as per request of Mr. Herminigildo Ramos (June 23-24, 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)								

Signature of the Employee:

Date Accomplished:

June 30, 2021

Verified by the Immediate Supervisor:


NANETTE B. CARACIO

Land Management Officer III/Chief, RPS