

## B. Individual Performance Commitment and Review Form

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **JOSE T. MONTECALVO**, of the **CENRO-ROXAS** 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 **January to June, 2021**.

Rate:  
Date:

JOSE T. MONTECALVO

Reviewed by:	Date:	Approved by:	Date:
		ALMA E. GIBE	
		Head of Office	OIC-CENRO

  

OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>General Administration and Support</b>							
<b>Budget Utilization Rate</b>	100% of allotment under Conservation and Development Section utilized (All billing documents submitted to PENRO) by December 10, 2021						
	30% of prior year's audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Year's Recommendations (Part III) by the end of September 2021						
	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period with 100% accuracy					
	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period with 100% accuracy					
Preparation and Submission of IPCR	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 15, 2021	3.000	5.000	4.500	4.167	
	One (1) IPCR (commitment based on approved OPCR submitted to Admin Section on prescribed period	One (1) IPCR (commitment based on approved OPCR submitted to Admin Section on prescribed period with 100% accuracy	3.000	5.000	5.000	4.333	
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		5.000	3.000	4.000	
<b>SUPPORT TO OPERATIONS</b>							
	100% of completed MDE Forms and information including GIS maps, agreements, area development of all existing tenures submitted to FIS Focal on December 15, 2021						2nd sem target
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month	Six (6) Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month		4.500	3.000	3.750	
<b>NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM</b>							

	15% of 10,728.24 has. Of open- access/ un-tenured lands of public domain placed under appropriate management arrangements/ tenure submitted to PENR Office on December 15, 2021						2nd sem target
<b>NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM</b>							
Protected Areas Development and Management	1 cave assessment report and recommended classification reviewed and submitted to CENRO based on DMC 2007-04 by the end of October 2021						2nd sem target
Forest Development, Rehabilitation and Protection	Supervised the Establishment 300 hectares E-NGP plantation with atleast 85% survival rate						2nd sem target
	Supervised the Maintenance and Protection of 300 hectares (2019-2021 plantation establishment) with atleast 85% survival rate						2nd sem target
Soil Conservation and Watershed Management	Supervised the Establishment of 50 cu.m Small Water Impounding System (SWIS) established based on TB 13-A by November, 2021						2nd sem target
<b>ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program)</b>							
Watershed Characterization	One (1) Watershed Characterization with Vulnerability Assessment reviewed and submitted with report submitted to CENRO by the end of October 2021						2nd sem target
Total Overall Rating		6.000	19.500	15.500	16.250		
Final Average Rating		3.000	4.875	3.875	4.063		
Adjectival Rating		<b>VERY SATISFACTORY</b>					
Comments and Recommendations for Development Purposes							
<i>Can handle his sector very effectively.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
<i>JOSE T. MONTECALVO</i> EMS II, Chief, CDS Employee	8/18/2021	I certify that I discussed my assessment of the performance with the employee <i>ARABELLE JOY V. DAMAYOSA</i> Credit Officer I/In-Charge, Admin Supervisor	8/19/2021	<i>ALMA E. GIBE</i> OIC-CENRO Head of Office	8/19/2021		

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

Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS II					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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		MEMORANDUM	Reports on CDS Unit	Consolidated and Submit the reports of Conservation and Development Section	Every Monday
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: 01-06-21



Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: Forester II					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
<b>A. TARGET- RELATED ACTIVITIES</b>	✓			Travel Order #2021-238	Wildlife Resource Conservation	Monitoring Activity of the Marine Turtle Nesting Sites	Monitor and Supervise the marine turtle nesting sites within the administrative jurisdiction of CENRO Roxas, Or. Mdo	3 days including travel time
	✓			Travel Order #2021-268	NGP-PMS	Monitoring Activity of the Survey, Mapping and Planning	Supervise the conduct of Site Assessment, Survey, Mapping including the conduct of Soil Analysis, EC and Stakeholders Consultation	3 days including travel time
				Travel Order #2021-350	Soil Conservation and Watershed instrumentation	Monitoring Activity on Integrated Watershed Management Plan	Supervise the Integrated Watershed Management Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
				Travel Order #2021-372	Soil Conservation and Watershed Instrumentation	Monitoring Activity Watershed Characterization and VA	Supervise the conduct of the Characterization and Vulnerability Assessment of Cavilian Watershed at Bulalacao, Or. Mdo	3 days including travel time
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			✓		MEMORANDUM	Reports	Consolidation and submission of reports	Every Monday
<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: 02-04-21

Name: JOSE T. MONTECALVO						Section: Conservation and Development Section		
Position: EMS 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
	√			Travel Order #2021-442	Soil Conservation and Watershed Management	Consultation Activity on Bongabong Watershed	Conduct consultation meeting on the preparation of Integrated Watershed Management Plan (IWMP) of Bongabong Watershed	3 days including travel time
	√			Travel Order #2021-482	Soil Conservation and Watershed Management	Consultation Activity on Cavilian Watershed	Conduct consultation meeting on the Characterization and Vulnerability Assessment of Cavilian River Watershed	3 days including travel time
	√			Travel Order #2021-703	NGP-PMS	Monitoring Activity of the National Greening Program	Monitor the maintenance and protection activities of the contractors / partners of Enhanced National Greening Program (ENGP) within the jurisdiction of CENRO Roxas office.	3 days including travel time
	√			Travel Order #2021-1256	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrc facilitates. Monitor the number of animals rehabilitated and rescued in the wrc located at So.Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		MEMORANDUM	Reports	Consolidation and submission of reports	Every Monday
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: 03-04-21



Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS II					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April, 2021								
	Type		Nature		Details of the Activity			
	FBB 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>	√			Travel Order #2021-1295	STO-FMS	(RESURVEYING)	Provided technical assistance on the conduct of re-surveying of the boundaries of three (3) Community Based Forest Management Agreement (CBFMA)- Stanley, FORSIHAMA, BALATBAT	4 days including travel time
	√			Travel Order #2021-1367	Soil Conservation and Watershed Instrumentation	Monitoring Activity on Water Users and Resources	Monitor and supervise the conduct of inventory of the water users and water sources.	3 days including travel time
	√			Travel Order #2021-1340	NGP-FMS	Monitoring Activity of the National Greening Program	Monitor the maintenance and protection activities of the contractors / partners of Enhanced National Greening Program (ENGP) within the jurisdiction of CENRO Roxas office.	3 days including travel time
	√			Travel Order #2021-1408	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrcc facilitates. Monitor the number of animals rehabilitated and rescued in the wrcc located at So Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
	<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		MEMORANDUM	Reports	Consolidation and submission of reports
<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: 08-06-21

Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS II					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
<b>A. TARGET- RELATED ACTIVITIES</b>	√			Travel Order #2021-1672	STO-FMS	RESURVEYING/Exit Meeting Conference	Provided technical assistance on the conduct of exit meeting regarding re-surveying of the boundaries of three (3) Community Based Forest Management Agreement (CBFMA)- Stanley, FORSIHAMA, BALATBAT	3 days including travel time
	√			Travel Order #2021-1805	Soil Conservation and Watershed Instrumentation	Monitoring Activity on Water Users and Resources	Monitor and supervise the conduct of inventory of the water users and water sources.	3 days including travel time
	√			Travel Order #2021-1920	NGP-FMS	Monitoring Activity of the National Greening Program	Monitor the maintenance and protection activities of the contractors / partners of Enhanced National Greening Program (ENGP) within the jurisdiction of CENRO Roxas office.	3 days including travel time
	√			Travel Order #2021-2088	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrc facilitates. Monitor the number of animals rehabilitated and rescued in the wrc located at So. Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
	<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		MEMORANDUM	Reports	Consolidation and submission of reports
<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: J. Montecalvo

Date Accomplished: May 31, 2021



Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS II					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: June, 2021								
	Type		Nature		Details of the Activity			
	FBB 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>	√			Travel Order #2021-2:200	NGP-FMS	Monitoring Activity of the National Greening Program	Monitor the maintenance and protection activities of the contractors / partners of Enhanced National Greening Program (ENGP) within the jurisdiction of CENRO Roxas office.	3 days including travel time
	√			Travel Order #2021-2:259	Soil Conservation and Watershed Instrumentation	Monitoring Activity on Water Users and Resources	Monitor and supervise the conduct of inventory of the water users and water sources.	3 days including travel time
	√			Travel Order #2021-2:356	NGP-FMS	Monitoring Activity of the National Greening Program	Monitor the maintenance and protection activities of the contractors / partners of Enhanced National Greening Program (ENGP) within the jurisdiction of CENRO Roxas office.	3 days including travel time
	√			Travel Order #2021-2:088	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrc facilitates. Monitor the number of animals rehabilitated and rescued in the wrc located at So Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
	<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		MEMORANDUM	Reports	Consolidation and submission of reports
<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: 26 Oct 21