

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MA. VICTORIA T. MONTELEJA**, of the **CENRO-Roxas, Or. Mindoro**, Division of **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:

MA. VICTORIA T. MONTELEJA

Reviewed by:	Date:	Approved by:	Date:
REYNALDO D. PUDIQUET		ALMA E. GIBE	
Immediate Supervisor: Chief, Monitoring and Enforcement Section		Head of Office: OIC-CENRO	
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating 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	
	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	3.000 3.000 3.000
Operations: Natural Resources Enforcement and Regulation Program			
Support to full operationalization of Lawin System	Ensured recording of 120 kilometers patrol route within conservation area using Cybertracker, all observations made by the spotter and action taken decided by the team leader upon consultation with the team with report submitted to Chief, Monitoring and Enforcement Section every 18th day of the month with 100% accuracy.	Ensured recording of 142.44 kilometers patrol route within conservation area using Cybertracker, all observations made by the spotter and action taken decided by the team leader upon consultation 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 Recorder
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 training on Law Enforcement</i>			
Discussed with	Date	Assessed by:	Final Rating by:
MA. VICTORIA T. MONTELEJA Forest Ranger Employee	8/18/2021	I certify that I discussed my assesment of the performance with the employee ARABELLE JOY V. TAMAYOSA In-charge, Admin. Unit	ALMA E. GIBE OIC, CENRO
		8/19/2021	8/19/2021

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

Name: MA. VICTORIA T. MONTELEJA					Section: Monitoring & Enforcement Section			
Position: Forest Ranger					Division: N/A			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 2-31, 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
					IPCR	Prepare IPCR with Rating for July-December 2020.	Prepared and submitted IPCR with Rating for July-December 2020	1 day
				T.O. # 2021-122	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within CENRO Roxas Conservation Area	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2020 Target	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Permit	Prepare chainsaw permit.	Prepared chainsaw permit.	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Leave			1 day
					Office Disinfection			3 days

Signature of the Employee:

Date Accomplished: January 31, 2021

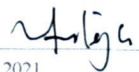
Verified by the Immediate Supervisor:

REYNALDO B. PUDIQUET

Forester III, Chief, MES

Name: MA. VICTORIA T. MONTELEJA					Section: Monitoring & Enforcement Section			
Position: Forest Ranger					Division: N/A			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2-28, 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				T.O. # 2021-235	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 2021-309	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	2 days
				T.O. # 2021-325	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 2021-399	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Permit	Prepare chainsaw permit.	Prepared chainsaw permit.	daily
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: February 28, 2021

Verified by the Immediate Supervisor:


REYNALDO PUDIOLET
 Forester III Chief MES

Name: MA. VICTORIA T. MONTELEJA					Section: Monitoring & Enforcement Section			
Position: Forest Ranger					Division: N/A			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 2-31, 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				T.O. # 2021-436	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 2021-506	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 2021-736	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 2021-1252	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Batangan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Permit	Prepare chainsaw permit.	Prepared chainsaw permit.	daily
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: February 28, 2021

Verified by the Immediate Supervisor:

 **REYNALDO PEDRIQUET**


Forester III-Chief MES

Name: MA' VICTORIA T. MONTELEJA					Section: Monitoring & Enforcement Section			
Position: Forest Ranger					Division: N/A			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 1-30, 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				T.O. # 2021-1424	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				PENRO S.O. No. 2021-30				
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: April 31, 2021


Verified by the Immediate Supervisor: REYNALDO S. RUIZ
Forester III Ch. CMES

Name: MA/VICTORIA T. MONTELEJA				Section: Monitoring & Enforcement Section				
Position: Forest Ranger				Division: N/A				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 1-31, 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				T.O. # 1680-21	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 1814-21	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 1950-21	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 2085-21	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Batangan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
					Permit	Prepare chainsaw permit.	Prepared chainsaw permit.	daily
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 other designations, functions and concurrent capacities)								

Signature of the Employee: 
Date Accomplished: May 31, 2021

Verified by the Immediate Supervisor: 
REYNALDO T. TUDIQUE
Forester III Chief MES

Name: MA. VICTORIA T. MONTELEJA				Section: Monitoring & Enforcement Section				
Position: Forest Ranger				Division: N/A				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: June 1-30, 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
				T.O. # 2021-2189	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 2021-2240	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
				T.O. # 2021-2340	LAWIN	To conduct Patrolling for LAWIN Forest and Biodiversity Protection and Conservation Area graduated NGP, CBFM Area or Watershed Area and to man the Ranger Station at Hagan, Bongabong, Or. Mdo. ; and Monitoring and manning of seaport at Dangay, Roxas, Or.Mdo.	Travel at Hagan, Bongabong, Or. Mindoro conducted and patrolled the conservation area as per approved WFP Cy-2021 Target	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Permit	Prepare chainsaw permit.	Prepared chainsaw permit.	daily
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: June 30, 2021

Verified by the Immediate Supervisor: 
REYNALDO M. PUDIQUE
Forester III Chief, MES