

## DUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARIELLE M. NGABIT**, Forester I of the **DENR, CENRO Roxas, Or. Mindoro**, Division of Conservation and Development Section/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 of January to June, 2021.

*Ngabit*  
MARIELLE M. NGABIT  
Ratee

Date:


Reviewed by:	Date:	Approved by:	Date:
<i>Reynaldo D. Audiouet</i> REYNALDO D. AUDIQUET Immediate Supervisor		<i>Alma E. Gibe</i> ALMA E. GIBE OIC, CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)							
Submission of individual SALN	One (1) Statement of Assets and Liabilities and Network (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 Network (SALN) prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021 with 100% accuracy.	3.000	4.000	3.000	3.500	
Submission of IPCR	One (1) IPCR (commitment) based on approved OPCR submitted to Admin Section on prescribed period.	One (1) IPCR with rating based on approved SPMS guidelines submitted to Admin Section on prescribed period.	3.000	4.000	3.000	3.500	
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% documents acted upon 7 working days for simple documents and 15 days for complex documents receipt upon		5.000	4.000	4.500	
Attendance to Meetings/ Workshops/ Conferences	100% of meetings/workshop/conferences with reports submitted • Local (inter-agency) – 7 days after attendance • Foreign meetings/workshops/conferences – 30 days after attendance 1 HR intervention of the employee						Compliant
							Compliant
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Forest Development, Rehabilitation and Maintenance and Protection	Provide technical assistance for the establishment of 96 hectares eNGP plantations with atleast 85% survival to include preparation of contracts and providing technical assistance to Partner Implementer and submitted progress report to CENRO NGP Coordinator.						2nd sem target
	Provide technical assistance for the Maintenance & Protection activities of 96 hectares eNGP plantations with atleast 85% survival to include preparation of contracts and providing technical assistance to Partner Implementer and submitted progress report to CENRO NGP Coordinator.						2nd sem target
NATURAL RESOURCES ENFORCEMENT AND REGULATION PROGRAM							
Assessment of CSC's	Four Hundred Seventy Five (475) expired Certificate of Stewardship Contracts assess with categorical recommendations with reports submitted to PENRO/Regional Office by end of December 2021 with 100% accuracy.	Two Hundred Eighty Two (282) expired Certificate of Stewardship Contracts assessed with categorical recommendations with reports submitted to PENRO/Regional Office on March 15, 2021 and June 17, 2021 with 100% accuracy.	3.849	5.000	4.000	4.283	Remaining target will be accomplished in Second Semester
Compliance Monitoring of Existing CBFMA's	Monitor six (6) CBFMA in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO by end of September 2021 with 100% accuracy.	Monitored and assessed four (4) CBFMA using the compliance monitoring tool of FMB with reports submitted on March 15, 2021 and June 07, 2021 with 100% accuracy.	5.000	5.000	5.000	5.000	Remaining target will be accomplished in Second Semester
SUPPORT TO OPERATION							
Community Resource Management Framework	One (1) Community Resource Management Framework (CRMF) with 5-year work plan and generated map submitted to PENRO by end of November 2021.						2nd sem target
Resurveying and Mapping of Existing Tenurial Instrument	Conduct re-survey and mapping of 3,116.0 hectares CBFMA target with report submitted by end of June 2021 with 100% accuracy.	Conducted re-survey and mapping of 4,089.43 hectares CBFMA target with report submitted by mid of June 2021 with 100% accuracy.	5.000	5.000	5.000	5.000	
Other Function	Preparation and Maintenance of one (1) regional digitized control map updated within the jurisdiction of CENRO Roxas within the jurisdiction of CENRO Roxas using the NAMRIA based on map uploaded in the website by the end of December 2021 with 100% accuracy.	Prepared and Maintained of one (1) regional digitized control map updated within the jurisdiction of CENRO Roxas within the jurisdiction of CENRO Roxas using the NAMRIA based on map uploaded in the website by end of June 2021 with 100% accuracy.					Control Maps include watersheds, tenure, SIADs sites, NGP sites, open access, KBAs and built-up
Total Over all Rating			19.849	28.000	24.000	25.783	
Final Average Rating			3.970	4.667	4.000	4.297	
Adjectival Rating			Very Satisfactory				

Comments and Recommendations for Development Purposes <i>Can accomplish targets on time.</i>					
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
<i>Ngabit</i> MARIELLE M. NGABIT Employee	8/18/2021	I certify that I discussed my assessment of the performance with the employee <i>Arabelle Joy A. Jaramosa</i> ARABELLE JOY A. JARAMOSA Credit Officer I	8/19/2021	<i>Alma E. Gibe</i> ALMA E. GIBE OIC, CENRO	8/19/2021

Name: MARIELLE M. NGABIT					Section: Monitoring and Enforcement Section			
Position: Forester I								
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)
					Leave	Maternity Leave		Maternity Leave 31 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					PDS	Updating of the Personal Data Sheet (PDS)		Update the Personal Data Sheet (PDS and submit to Personnel Section 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 C. RUDIQUET  
  
Forester III



Name: MARIELLE M. NGABIT					Section: Monitoring and Enforcement Section			
Position: Forester I								
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021								
A. TARGET- RELATED ACTIVITIES	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 #)				
					Leave	Maternity Leave	Maternity Leave	28 days
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: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO D. PUDIQUET

Forester III

Name: <b>MARIELLE M. NGABIT</b>					Section: <b>Monitoring and Enforcement Section</b>			
Position: <b>Forester I</b>								
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 2021</b>								
	Type		Nature		Type of Document/ Activity <i>(indicate date and time the document received)</i>	Details of the Activity  Subject/ Activity/ Event	Action Taken <i>(indicate the status of the document/activity)</i>	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work <i>(indicate TO #)</i>				
<b>A. TARGET- RELATED ACTIVITIES</b>					Leave	Maternity Leave	Maternity Leave	14 days
	√		√		Enhanced National Greening Program	Review twelve (12) Contracts of eNGP Establishment Plantation CY 2021 located at Brgy. Cabugao and San Isidro, Bulalacao, Oriental Mindoro.	Reviewed twelve (12) Contracts of eNGP Establishment Plantation CY 2021 located at Brgy. Cabugao and San Isidro, Bulalacao, Oriental Mindoro.	5 days
			√		CBFMA's	Consolidate and submit final report of CBFMA's monitoring/narrative report of Pundasyon Hanunuo Mangyan Inc. and MAPALAD CBFM Association for 1st quarter CY 2021.	Consolidated and submitted final report of CBFMA's monitoring/narrative Report of Pundasyon Hanunuo Mangyan Inc. and MAPALAD CBFM Association for 1st quarter CY 2021.	2 days
			√		Certificate of Stewardship Contracts	Consolidate and submit Performance Evaluation and Assessment Report of eighty seven (87) Certificate of Stewardship Contracts for 1st quarter CY 2021.	Consolidated and submitted Performance Evaluation and Assessment Report of eighty seven (87) Certificate of Stewardship Contracts for 1st quarter CY 2021.	3 days
			√		Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.	daily
<b>B. MISCELLANEOUS ACTIVITIES</b> <i>(other activities related to the Division or Office outside of the targets)</i>								
<b>C. OTHER FUNCTIONS AND DUTIES</b> <i>(other activities not related to the Division but other designations, functions and concurrent capacities)</i>								

Signature of the Employee: 

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

Verified by the Immediate Supervisor: **REYNALDO D. PUDIQUET**

Forester III



Name: MARIELLE M. NGABIT					Section: Monitoring and Enforcement Section						
Position: Forester I											
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 2021											
	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 #)							
<b>A. TARGET- RELATED ACTIVITIES</b>	√		√		Enhanced National Greening Program	Review supporting documents of Mobilization Fee (MF) of twelve (12) site eNGP Partners for the start up activities of their project (production of seedlings/propagules including of nursery establishment).	Reviewed supporting documents of Mobilization Fee (MF) of twelve (12) site eNGP Partners for the start up activities of their project (production of seedlings/propagules including of nursery establishment).	3 days			
				TO # 2021- 1291	Re-surveying and Mapping of existing Tenorial Instrument	To monitor the conduct of re-surveying and mapping of existing tenorial instrument of FORSIHAMA CBFM Association within the Municipality of Bongabong, Oriental Mindoro.	Monitored the conduct of re-surveying and mapping of existing tenorial instrument of FORSIHAMA CBFM Association within the Municipality of Bongabong, Oriental Mindoro.	2 days			
				TO # 2021- 1371	Re-surveying and Mapping of existing Tenorial Instrument	To monitor the conduct of re-surveying and mapping of existing tenorial instrument of BALATBAT Rural Workers CBFM Association within the Municipality of Bulalacao, Oriental Mindoro.	Monitored the conduct of re-surveying and mapping of existing tenorial instrument of BALATBAT Rural Workers CBFM Association within the Municipality of Bulalacao, Oriental Mindoro.	3 days			
				TO # 2021- 1344	Re-surveying and Mapping of existing Tenorial instrument	To monitor the conduct of re-surveying and mapping of existing tenorial instrument of BALATBAT Rural Workers CBFM Association within the Municipality of Bulalacao, Oriental Mindoro.	Monitored the conduct of re-surveying and mapping of existing tenorial instrument of BALATBAT Rural Workers CBFM Association within the Municipality of Bulalacao, Oriental Mindoro.	3 days			
				TO # 2021- 1419	Re-surveying and Mapping of existing Tenorial Instrument	To monitor the conduct of re-surveying and mapping of existing tenorial instrument of BALATBAT Rural Workers CBFM Association within the Municipality of Bulalacao, Oriental Mindoro.	Monitored the conduct of re-surveying and mapping of existing tenorial instrument of BALATBAT Rural Workers CBFM Association within the Municipality of Bulalacao, Oriental Mindoro.	3 days			
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)						√		Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.	daily
<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 B. PUDIQUET**  
Forester III



Name: MARIELLE M. NGABIT					Section: Monitoring and Enforcement Section			
Position: Forester I								
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 2021								
	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 #)				
<b>A. TARGET-RELATED ACTIVITIES</b>	√		√		Enhanced National Greening Program	Assist in the review of eNGP Physical Accomplishment of CY 2021 nursery establishment every monday in order to monitor the progress of the seedling/propagules production.	Assisted in the review of eNGP Physical Accomplishment of CY 2021 nursery establishment every monday in order to monitor the progress of the seedling/propagules production.	1 day
			√		Re-surveying and Mapping of existing Tenurial Instrument	Review final output of resurveying and mapping of existing tenurial instrument of BALATBAT Rural Workers CBFM Association, FORSIHAMA CBFM Association and STANLEY CBFM Association within the Municipality of Bulalacao, Bongabong and Roxas, Oriental Mindoro respectively.	Reviewed final output of resurveying and mapping of existing tenurial instrument of BALATBAT Rural Workers CBFM Association, FORSIHAMA CBFM Association and STANLEY CBFM Association within the Municipality of Bulalacao, Bongabong and Roxas, Oriental Mindoro respectively.	2 days
				TO # 2021- 1692	Re-surveying and Mapping of existing Tenurial Instrument	To monitor the conduct of re-surveying and mapping of existing tenurial instrument of BALATBAT Rural Workers CBFM Association within the Municipality of Bulalacao, Oriental Mindoro	Monitored the conduct of re-surveying and mapping of existing tenurial instrument of BALATBAT Rural Workers CBFM Association within the Municipality of Bulalacao, Oriental Mindoro	3 days
				TO # 2021- 1821	Certificate of Stewardship Contracts	To coordinate with Brgy. Chairman regarding the upcoming meeting with Sitio Leader for the conduct of Performance Evaluation and Assessment of CSC located at Brgy. Panaytayan, Mansalay, Oriental Mindoro.	Coordinated with Brgy. Chairman regarding the upcoming meeting with Sitio Leader for the conduct of Performance Evaluation and Assessment of CSC located at Brgy. Panaytayan, Mansalay, Oriental Mindoro.	1 day
						To conduct Performance Evaluation and Assessment of CSC within the Municipality of Mansalay, Oriental Mindoro.	Conducted Performance Evaluation and Assessment of CSC within the Municipality of Mansalay, Oriental Mindoro.	2 days
					Certificate of Stewardship Contracts	To conduct meeting with Sitio Leader for the conduct of Performance Evaluation and Assessment of CSC areas located at Brgy. Panaytayan, Mansalay, Oriental Mindoro.	Conducted meeting with Sitio Leader for the conduct of Performance Evaluation and Assessment of CSC areas located at Brgy. Panaytayan, Mansalay, Oriental Mindoro.	1 day
				TO # 2021- 1291	Re-surveying and Mapping of existing Tenurial Instrument	To coordinate with CBFM PO President regarding the upcoming exit meeting of resurveying and mapping of existing tenurial instrument of BALATBAT Rural Workers CBFM Association and FORSIHAMA CBFM Association within the Municipality of Bulalacao and Bongabong, Oriental Mindoro respectively.	Coordinated with CBFM PO President regarding the upcoming exit meeting of resurveying and mapping of existing tenurial instrument of BALATBAT Rural Workers CBFM Association and FORSIHAMA CBFM Association within the Municipality of Bulalacao and Bongabong, Oriental Mindoro respectively.	2 days
				TO # 2021- 1692	Re-surveying and Mapping of existing Tenurial Instrument	To conduct exit meeting for the final output of resurveying and mapping of existing tenurial instrument of BALATBAT Rural Workers CBFM Association, FORSIHAMA CBFM Association and STANLEY CBFM Association within the Municipality of Bulalacao, Bongabong and Roxas, Oriental Mindoro respectively.	Conducted exit meeting for the final output of resurveying and mapping of existing tenurial instrument of BALATBAT Rural Workers CBFM Association, FORSIHAMA CBFM Association and STANLEY CBFM Association within the Municipality of Bulalacao, Bongabong and Roxas, Oriental Mindoro respectively.	3 days
	<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.
<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 P. PUDIQUET

Forester III



Name: MARIELLE M. NGABIT					Section: Monitoring and Enforcement Section						
Position: Forester I											
MONTHLY ACCOMPLISHMENT MONITORING FORM for: June 2021											
	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 #)							
<b>A. TARGET- RELATED ACTIVITIES</b>	✓		✓		Enhanced National Greening Program	Assist in the review of eNGP Physical and Financial Accomplishment of CY 2021 nursery establishment every Monday in order to monitor the progress of the seedling/propagules production.	Assisted in the review of eNGP Physical and Financial Accomplishment of CY 2021 nursery establishment every Monday in order to monitor the progress of the seedling/propagules production.	1 day			
			✓		CBFMA's	Consolidate and submit final report of CBFMA's Monitoring/Narrative Report of FORSIHAMA and STANLEY CBFM Association for 2nd quarter CY 2021.	Consolidated and submitted final report of CBFMA's Monitoring/Narrative Report of FORSIHAMA and STANLEY CBFM Association for 2nd quarter CY 2021.	2 days			
			✓		Certificate of Stewardship Contracts	Consolidate and submit Performance Evaluation and Assessment Report of one hundred ninety five (195) Certificate of Stewardship Contracts for 2nd quarter CY 2021.	Consolidated and submitted Performance Evaluation and Assessment Report of one hundred ninety five (195) Certificate of Stewardship Contracts for 2nd quarter CY 2021.	5 days			
	✓		✓		Enhanced National Greening Program	Participate learning event on clonal propagation technology for the mass production of high quality planting materials of various indigenous species via zoom.	Participated learning event on clonal propagation technology for the mass production of high quality planting materials of various indigenous species via zoom.	4 days			
				TO # 2021- 2191	CBFMA's	To coordinate with FORSIHAMA CBFM PO's for the conduct of monitoring of their CBFMA areas located at Bongabong, Oriental Mindoro.	Coordinated with FORSIHAMA CBFM PO's for the conduct of monitoring of their CBFMA areas located at Bongabong, Oriental Mindoro.	1 day			
					Certificate of Stewardship Contracts	To monitor the conduct of Performance Evaluation and Assessment of CSC areas located at So. Mausoy, Brgy. Panaytayan, Municipality of Mansalay, Oriental Mindoro.	Monitored the conduct of Performance Evaluation and Assessment of CSC areas located at So. Mausoy, Brgy. Panaytayan, Municipality of Mansalay, Oriental Mindoro.	2 days			
				TO # 2021- 2258	Certificate of Stewardship Contracts	To monitor the conduct of Performance Evaluation and Assessment of CSC areas located at So. Pasi, Brgy. Panaytayan, Municipality of Mansalay, Oriental Mindoro.	Monitored the conduct of Performance Evaluation and Assessment of CSC areas located at So. Pasi, Brgy. Panaytayan, Municipality of Mansalay, Oriental Mindoro.	3 days			
	✓			TO # 2021- 2482	Enhanced National Greening Program	To monitor the conduct of seedlings/propagules production of eNGP located at Brgy. Cabugao, Bulalacao, Oriental Mindoro	Monitored the conduct of seedlings/propagules production of eNGP located at Brgy. Cabugao, Bulalacao, Oriental Mindoro	3 days			
	✓			TO # 2021- 2659	Enhanced National Greening Program	To monitor the conduct of seedlings/propagules production of eNGP located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	Monitored the conduct of seedlings/propagules production of eNGP located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	1 day			
	<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)						✓		Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.
<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 B. PUDQUET**  
  
Forester III