

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM


I, **REYNALDO D. PUDIQUET**, Chief, Monitoring and Enforcement Section of the **DENR, CENRO Roxas, Or. Mindoro**, 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



**REYNALDO D. PUDIQUET**

Ratee


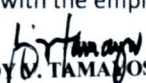

Date:

Reviewed by:	Date	Approved by:	Date
		 <b>ALMA E. GIBE</b> OIC-CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT							
Budget Utilization Rate	100% of allotment under Monitoring and Enforcement Section utilized (All billing documents submitted to PENRO) by December 10, 2021						2nd sem target
	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	3.000	4.500	5.000	4.167	
	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	3.000	4.500	3.000	3.500	
	One (1) SALN prepared and submitted toAdmin based on Section 8 of RA 6713 on February 20, 2021	One (1) SALN prepared and submitted toAdmin based on Section 8 of RA 6713 on February 15, 2021	3.000	4.500	3.500	3.667	
Preparation and Submission of IPCR	One (1) IPCR (commitment based on aproved OPCR submitted to Admin Section on prescribed period	One (1) IPCR (commitment based on aproved OPCR submitted to Admin Section on prescribed period with 100% accuracy	3.000	4.500	3.000	3.500	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
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		4.500	5.000	4.750	
<b>SUPPORT TO OPERATION</b>							
	100% of all databases (LAWIN and E-FIS)) updated and submitted to CENRO by December 15, 2021						2nd Sem Target
	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	3.500	4.000	
	Monitoring and Enforcement Section (MES) Work and Financial Plan prepared and submitted based on 2021 Planning Guidelines to CENRO Planning on the prescribed period	Monitoring and Enforcement Section (MES) Work and Financial Plan prepared and submitted based on 2021 Planning Guidelines to CENRO Planning on the prescribed period	3.000	4.000	3.500	3.500	
<b>NATURAL REOUSRCES ENFORCEMENT AND REGULATORY PROGRAM</b>							
Enforcement of ENR Laws, Rules and Regulations	Supervised the conduct of patrolling within 360.0 kilometers conservation area and monitor the uploading to Lawin Server with monthly report and quarterly Patrol Plan submitted to CENRO	Supervised the conduct of patrolling within 426.0 kilometers conservation area and monitor the uploading to Lawin Server with monthly report and quarterly Patrol Plan submitted to CENRO	5.000	4.500	5.000	4.833	Monthly Report every 20th day of the Month and Quarterly Patrol Plan before the succeeding quarter
	75% of the observed threats acted upon with reports submitted every 20th day of the month	75% of the observed threats acted upon with reports submitted every 20th day of the month	3.000	5.000	5.000	4.333	
<b>Total Over all Rating</b>			<b>23.000</b>	<b>40.500</b>	<b>36.500</b>	<b>36.250</b>	
<b>Final Average Rating</b>			<b>3.286</b>	<b>4.500</b>	<b>4.056</b>	<b>4.028</b>	



Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes							
Can handle his section very effectively & his people							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
 REYNALDO D. PUDIQUET Employee	8/18/2021	I certify that I discussed my assessment of the performance with the employee  ARABELLE JOY V. TAMAYOSA Credit Officer I / In Charge-CENRO	8/19/2021	 ALMA E. GIBE OIC-CENRO	8/19/2021		

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

<b>Name:</b> REYNALDO D. PUDIQUET	<b>Section:</b> Monitoring and Enforcement Section
<b>Position:</b> Forester III	<b>Division:</b>

**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>	√		√		SALN/IPCR	SALN as of December 31, 2019 and IPCR	Updated SALN as of December 31, 2020 submitted to Personnel Section- Administrative Division on January 2021 and IPCR with rating	2 days
				TO# 2021-	Supervising/Monitoring	Supervise FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	2 days
					Hearing	Violation of sec.77 of PD 705	Attend hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 41, 42 and 43 Pinamalayan and Roxas, Oriental Mindoro	
				TO# 2021-163	Apprehension	Conduct apprehension of illegal forest product	Conducted apprehension of illegal forest product	
					Hearing	Violation of sec.77 of PD 705	Attend hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 41, 42 and 43 Pinamalayan and Roxas, Oriental Mindoro	3 days
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		Clients	Entertain the clients	Answered clients queries	daily
			√		reports	monthly reports	prepared the accomplishment reports and submitted to PENRO	2 days
			√		email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	1 day
						<b>HOLIDAY</b>	<b>(January 1, 2021)</b>	<b>1 day</b>
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)						<b>WORK FROM HOME (OFFICE DISINFECTION)</b>	<b>January 20,21,22, 2021</b>	<b>3 days</b>

Signature of the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:   
**ALMA E. GIBE**  
OIC-CENRO

Name: REYNALDO D. PUDIQUET				Section: Monitoring and Enforcement Section				
Position: Forester III				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>				TO# 2021-265	Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 41, 42 and 43 Pinamalayan and Roxas, Oriental Mindoro	1 day
				TO # 2020-328	Supervising/Monitoring	Supervise FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	3 days
					Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 41, 42 and 43 Pinamalayan and Roxas, Oriental Mindoro	
			✓		Clients	Entertain the clients	Answered clients queries	daily
			✓		Reports	monthly reports	Prepared the accomplishment reports and submitted to PENRO	2 days
			✓		email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	1 day
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)					<b>HOLIDAY (February 12 and 25, 2021)</b>			2 days
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature if the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: **ALMA E. GIBE**  
OIC-CENRO



Name: REYNALDO D. PUDIQUET					Section: Monitoring and Enforcement Section			
Position: Forester III					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March , 2021								
	Type		Nature		Details of the Activity		Time Consumed	
	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)
<b>A. TARGET- RELATED ACTIVITIES</b>				TO# 2021-452	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	3 days
				TO# 2021-498	Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 42 Pinamalayan, Oriental Mindoro	1 day
				TO# 2021-720	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	3 days
				TO# 2021-1248	Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC located at So. Cambayang and Cabugao Bulalacao, Or. Mdo.	4 days
			✓		Clients	Entertain the clients	Answered clients queries	daily
<b>B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)</b>					Reports	monthly reports	Prepared the accomplishment reports and submitted to PENRO	2 days
			✓			<b>WORK FROM HOME (March 29,30,31,2021)</b>		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:   
ALMA E. GIBE  
OIC-CENRO

Name: REYNALDO D. PUDIQUET	Section: Monitoring and Enforcement Section
Position: Forester III	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>				TO# 2021-1407	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	2 days
					Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 41, 42 and 43 Pinamalayan and Roxas, Oriental Mindoro	
				TO# 2021-1420	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	3 days
					Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 41, 42 and 43 Pinamalayan and Roxas, Oriental Mindoro	
			√		Clients	Entertain the clients	Answered clients queries	daily
			√		Reports	monthly reports	Prepared the accomplishment reports and submitted to PENRO	2 days
						<b>WORK FROM HOME PENRO SO.2021-30</b>	<b>April 5,6,7,8,9,12,13,14,15,16, 2021</b>	<b>9 days</b>
						<b>HOLIDAY (April 1,2,9 ,2021)</b>		<b>3 days</b>
<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:   
**ALMA E. GIBE**  
OIC-CENRO



Name: REYNALDO D. PUDIQUET

Section: Monitoring and Enforcement Section

Position: Forester III

Division:

## 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>				TO# 2021- 1676	Coordination	Coordination to MPS Bulalacao	Coordinated to MPS Bulalacao re: confiscated forest products	3 days
					Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 41, Pinamalayan , Oriental Mindoro	
				TO# 2021- 1698	Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 41, Pinamalayan , Oriental Mindoro	1 day
				TO# 2021- 1951	Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 43, Roxas , Oriental Mindoro	3 days
					Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	
				TO# 2021- 1999	Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 43, Roxas , Oriental Mindoro	3 days
					Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	
			√		Clients	Entertain the clients	Answered clients queries	daily
			√		reports	monthly reports	prepare the accomplishment reports and submitted to PENRO	1 day
	<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of 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)							<b>HOLIDAY (MAY 13, 2021)</b>	1 day

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

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

Verified by the Immediate Supervisor: ALMA E. GIBE

OIC-CENRO



Name: REYNALDO D. PUDIQUET	Section: Monitoring and Enforcement Section
Position: Forester III	Division:

**MONTHLY ACCOMPLISHMENT MONITORING FORM for: June , 2021**

	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WEP	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>				TO# 2021-2201	Meeting	Multi-Sectoral Assembly	Conducted multi sectoral assembly meeting at Brgy Panaytayan Mansalay, Oriental Mindoro	3 days
					Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	
				TO# 2021-2235	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	4 days
					Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	
					Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 43, Roxas , Oriental Mindoro	
				TO# 2021-2357	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	3 days
				TO# 2021-	File Manifestation	Filing a manifestation issued by the court order direct that the vehicles involved in the instant case be released to the movant at RTC 43 Roxas and Mansalay-Bulalacao	Filing a manifestation issued by the court order direct that the vehicles involved in the instant case be released to the movant at RTC 43 Roxas and Mansalay-Bulalacao	2 days
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		Clients	Entertain the clients	Answered clients queries	daily
			√		reports	monthly reports	Prepared the accomplishment reports and submitted to PENRO	1 day
<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:  ALMA E. GIBE

OIC-CENRO