

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM


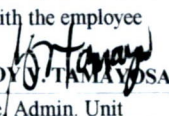

I, **HERNAN C. SALVIO**, of the **CENRO-Roxas, Or. Mdo.**, Division of **Monitoring and Enforcement Section** commit to deliver and agree to be rated on the attainment of the following in accordance with the indicated measures for the period **January to June 2021**.

Ratee:

Date:

HERNAN C. SALVIO

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				Remarks
			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		3.000	3.000	3.000	
	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					
Natural Resources Enforcement and Regulation Program							
Support to full operationalization of Lawin System	Assess and observe 120 kilometers patrol route within conservation area, forest conditionS every 100 meters and alert the team on the identify threats and indicator species with report submitted to Chief, Monitoring and Enforcement Section every 18th day of the month with 100% accuracy.	Assess and observe 142.44kilometers patrol route within conservation area, forest conditionS every 100 meters and alert the team on the identify threats and indicator species 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 Spotter
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>Has the initiative to learn more other works</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
 HERNAN C. SALVIO Forest Ranger Employee		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		

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

Name: HERNAN C. SALVIO	Section: Monitoring and Enforcement Section
Position: Forest Ranger	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
			✓		PDS	Updating of the Personal Data Sheet (PDS)	Update the Personal Data Sheet (PDS and submit to Personnel Section	1 day
			✓		SALN/IPCR	SALN and IPCR as of December 31, 2020	Updated SALN/IPCR as of December 31, 2020 submitted to Personnel Section- Administrative Division on January 2021	1 day
				TO # 2021-	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
			Monitoring		Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas		
				TO # 2021-123	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
			Monitoring		Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas		
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities
						HOLIDAY	January 1, 2021	1 day
						ON LEAVE	January 4 and 13,14,15, 2021	4 days
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 APUDQUET**
Forester III/Chief MES

Name: HERNAN C. SALVIO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					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
A. TARGET- RELATED ACTIVITIES				TO # 2021-237	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021-311	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021-327	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-389	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	3 days
					HOLIDAY (February 12 AND 25, 2021)			2 days

Signature if the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO RODRIGUEZ

Forester III/Chief MES

Name: HERNAN C. SALVIO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March , 2021								
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity		Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)		
A. TARGET- RELATED ACTIVITIES				TO # 2021-434	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021-507	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days
					MANDATORY HOME QUARANTINE WITH ISSUED BARANGAY CERTIFICATION	March 16-28, 2021	13 days	
					WORK FROM HOME (OFFICE DISINFECTION) March 30 and 31, 2021		2 days	
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 PUDIQUET**

Forester III/Chief MES

Name: HERNAN C. SALVIO					Section: Monitoring and Enforcement Section				
Position: Forest Ranger					Division:				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April, 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	
				TO # 2021-1403	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days	
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas		
				TO # 2021-1427	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days	
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas		
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	2 days	
			√		Clients	Entertain the clients	Answered clients queries	daily	
					HOLIDAY (April 1,2,9, 2021)				3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					WORK FROM HOME PENRO SO 2021-30 (April 5,6,7,8,12,13,14,15 and 16, 2021)				9 days

Signature of the Employee:

Date Accomplished:

Verified by the Immediate Supervisor: REYNALDO PUDIQUET

Forester II/Chief MES

Name: HERNAN C. SALVIO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					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 #)				
A. TARGET- RELATED ACTIVITIES				TO # 2021- 1679	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021- 1811	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021- 1948	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021- 2084	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	4 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conducted monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						HOLIDAY	May 13, 2021	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 P. PUDIQUET**
Forester II/Chief MES

Name: HERNAN C. SALVIO					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
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				TO # 2021-2400	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
					Delineation	Assist the Regional Office Survey Team for delineation of forest production and forest protection	Assist the Regional Office Survey Team for delineation of forest production and forest protection	
				TO # 2021-2241	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
				TO # 2021-2339	LAWIN	Conduct patrolling for LAWIN Forest and Biodiversity Protection within conservation area	Conducted and patrolled the conservation as per approved WFP CY 2021 target	3 days
					Monitoring	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	Conduct monitoring of incoming and outgoing forest product and wildlife trade at Ranger Station and port of Dangay Roxas	
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)							
			✓		Report	Draft a report regarding the activities conducted of the last week activities	Prepare a Draft report regarding the activities conducted of the last week activities	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					ON LEAVE	June 24,25,28,29,30, 2021	5 days	

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO R. PUDQUET

Forester II/Chief MES