

B. Individual Performance Commitment and Review Form

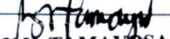










INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARIA SENFROSA D. SAYSE**, of the **CENRO-ROXAS** of PLANS AND SUPPORT 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:


MARIA SENFROSA D. SAYSE

Reviewed by:	 ARABELLE JOY V. TAMAYOSA Credit Officer / In Charge Admin	Date	Approved by:	 ALMA E. GIBE Head of Office																																																																																														
<table border="1"> <thead> <tr> <th rowspan="2">OUTPUT</th> <th rowspan="2">Success Indicators (Targets+Measures)</th> <th rowspan="2">Actual Accomplishments</th> <th colspan="4">Rating</th> </tr> <tr> <th>Q1</th> <th>E2</th> <th>T3</th> <th>A4</th> </tr> </thead> <tbody> <tr> <td colspan="7">GENERAL ADMINISTRATION AND SUPPORT SERVICES</td> </tr> <tr> <td></td> <td>One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 15, 2021</td> <td>Submitted one (1) SALN to Admin based on Section 8 of RA 6713 on February 15, 2021</td> <td>3.000</td> <td>5.000</td> <td>5.000</td> <td>5.000</td> </tr> <tr> <td></td> <td>One (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period</td> <td>Submitted one (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period</td> <td>3.000</td> <td>4.000</td> <td>4.000</td> <td>4.000</td> </tr> <tr> <td>Actions on Documents/ Requests</td> <td>100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt</td> <td>100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt</td> <td>5.000</td> <td>4.000</td> <td>4.000</td> <td>4.000</td> </tr> <tr> <td colspan="7">ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program)</td> </tr> <tr> <td>Watershed Characterization</td> <td>Gather relevant data based on FMB Technical Bulletin No. 16-A and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Developmnt Section by the end of September 2021</td> <td>Gathered relevant data based on FMB Technical Bulletin No. 16-A and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Developmnt Section by the end of September 2021</td> <td>3.500</td> <td>3.500</td> <td>3.500</td> <td>3.500</td> </tr> <tr> <td colspan="3">Total Overall Rating</td> <td>14.500</td> <td>16.500</td> <td>16.500</td> <td>16.500</td> </tr> <tr> <td colspan="3">Final Average Rating</td> <td>3.625</td> <td>4.125</td> <td>4.125</td> <td>4.125</td> </tr> <tr> <td colspan="3">Adjectival Rating</td> <td colspan="4">VERY SATISFACTORY</td> </tr> <tr> <td colspan="7">Comments and Recommendations for Development Purposes <i>Recommended for trainings in Records management.</i></td> </tr> <tr> <td>Discussed with</td> <td>Date</td> <td>Assessed by:</td> <td>Date</td> <td>Final Rating by:</td> <td>Date</td> </tr> <tr> <td> MARIA SENFROSA D. SAYSE Admin. Aide VI Employee</td> <td>8/18/2021</td> <td>I certify that I discussed my assesment of the performance with the employee  ARABELLE JOY V. TAMAYOSA Credit Officer / In-Charge Admin Supervisor</td> <td>8/19/2021</td> <td> ALMA E. GIBE OIC-CENRO Head of Office</td> <td>8/19/2021</td> </tr> </tbody> </table>						OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Q1	E2	T3	A4	GENERAL ADMINISTRATION AND SUPPORT SERVICES								One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 15, 2021	Submitted one (1) SALN to Admin based on Section 8 of RA 6713 on February 15, 2021	3.000	5.000	5.000	5.000		One (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period	Submitted one (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period	3.000	4.000	4.000	4.000	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	4.000	4.000	4.000	ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program)							Watershed Characterization	Gather relevant data based on FMB Technical Bulletin No. 16-A and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Developmnt Section by the end of September 2021	Gathered relevant data based on FMB Technical Bulletin No. 16-A and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Developmnt Section by the end of September 2021	3.500	3.500	3.500	3.500	Total Overall Rating			14.500	16.500	16.500	16.500	Final Average Rating			3.625	4.125	4.125	4.125	Adjectival Rating			VERY SATISFACTORY				Comments and Recommendations for Development Purposes <i>Recommended for trainings in Records management.</i>							Discussed with	Date	Assessed by:	Date	Final Rating by:	Date	 MARIA SENFROSA D. 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IPCR - Legend 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average

Name: MARIA SENFROSA D. SAYSE				Section: Planning and Programming Section				
Position: ADMINISTRATIVE AIDE VI				Division: Planning and 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)			√		E-mail	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	daily
			√		Memorandum	Receiving of incoming communications	Constant checking of incoming communication for the tracking of any documents that needed report, action of for information purposes only	daily
			√		Memorandum	Checking of outgoing communications	Constant checking of outgoing communication that came from office of the CENR Officer	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Client Satisfaction Survey	Assisting clients in front desk	Referring to whom it concerned	daily
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day
			√		Travel Order	Checking and preparing of Travel Order	Constant checking, consolidation and preparing of Travel Order	1 day

Signature of the Employee: 
Date Accomplished: JAN. 29, 2021

Verified by the Immediate Supervisor: MARITES B. LANDICHO 


Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section			
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 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
		√		2021-280	Site Assessment	Conduct of site assessment for Bamboo Plantation under the Family Approach Program CY 2021	Travel to Bulalacao, Oriental Mindoro and assisting in the conduct of site assessment for Bamboo Plantation	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		E-mail	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	daily
			√		Memorandum	Receiving of incoming communications	Constant checking of incoming communication for the tracking of any documents that needed report, action of for information purposes only	daily
			√		Memorandum	Checking of outgoing communications	Constant checking of outgoing communication that came from office of the CENR Officer	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Client Satisfaction Survey	Assisting clients in front desk	Referring to whom it concerned	daily
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day
			√		Travel Order	Checking and preparing of Travel Order	Constant checking, consolidation and preparing of Travel Order	1 day

Signature of the Employee: 
Date Accomplished: FEBRUARY 26, 2021

Verified by the Immediate Supervisor: MARITES B. LANDICHO 


Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section		
Position: ADMINISTRATIVE AIDE VI					Division: Planning and 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)
		√		2021-443	Resurveying	Conduct of meeting of resurveying and mapping of existing tenurial instrument of FORSIHAMA CBFMA, BALATBAT CFMA and STANLEY CBFMA.	Travel to Formon, Bongabong, Oriental Mindoro assisting in the conduct of meeting of resurveying and mapping of existing tenurial instrument of FORSIHAMA CBFMA. Travel to Nasucob, Bulalacao, Oriental Mindoro assisting in the conduct of meeting of resurveying and mapping of existing tenurial instrument of BALATBAT CBFMA. Travel to San Vicente, Roxas, Oriental Mindoro assisting in the conduct of meeting of resurveying and mapping of existing tenurial instrument of STANLEY CBFMA.
		√		2021-496	Cavilian Watershed and Bongabong Watershed	Conduct of orientation on the characterization and vulnerability assessment of Cavilian Watershed. Conduct of orientation on the Integrated Watershed Management Plan of Bongabong Watershed.	Travel to Bulalacao, Oriental Mindoro assisting in the conduct of orientation on the characterization and vulnerability assessment of Cavilian Watershed. Travel to Bongabong, Oriental Mindoro assisting in the conduct of orientation on the Integrated Watershed Management Plan of Bongabong Watershed.
		√		2021-735	Resurveying	Conduct of resurveying, relocating and mapping of existing tenurial instrument of STANLEY CBFM Association.	Travel to San Vicente Roxas, Oriental Mindoro assisting in the conduct of esurveying, relocating and mapping of existing tenurial instrument of STANLEY CBFM Association. Travel to Mansalay, Oriental Mindoro assisting in the conduct of esurveying, relocating and mapping of existing tenurial instrument of STANLEY CBFM Association.
	√		2021-1244	Resurveying	Conduct of resurveying, relocating and mapping of existing tenurial instrument of STANLEY CBFM Association.	Travel to San Vicente Roxas, Oriental Mindoro assisting in the conduct of esurveying, relocating and mapping of existing tenurial instrument of STANLEY CBFM Association. Travel to Mansalay, Oriental Mindoro assisting in the conduct of esurveying, relocating and mapping of existing tenurial instrument of STANLEY CBFM Association.	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		E-mail	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
			√		Memorandum	Receiving of incoming communications	Constant checking of incoming communication for the tracking of any documents that needed report, action of for information purposes only
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C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		√		Client Satisfaction Survey	Assisting clients in front desk	Referring to whom it concerned	daily
		√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day
		√		Travel Order	Checking and preparing of Travel Order	Constant checking, consolidation and preparing of Travel Order	1 day

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


Verified by the Immediate Supervisor:  MARITES B. LANDICHO

Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section		
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management 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)
		√		2021-1286	Resurveying	Conduct of resurveying and mapping of existing tenurial instrument of FORSIHAMA CBFM Association.	Travel to Formon, Bongabong, Oriental Mindoro assisting in the conduct of resurveying and mapping of existing tenurial instrument of FORSIHAMA CBFM Association.
		√		2021-1369	Resurveying	Conduct of resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association.	Travel to Nasucob, Bulalacao, Oriental Mindoro assisting in the conduct of resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association.
		√		2021-1342	Resurveying	Conduct of resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association.	Travel to Nasucob, Bulalacao, Oriental Mindoro assisting in the conduct of resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association.
		√		2021-1415	Resurveying	Conduct of resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association.	Travel to Nasucob, Bulalacao, Oriental Mindoro assisting in the conduct of resurveying and mapping of existing tenurial instrument of BALATBAT CBFM Association.
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		E-mail	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
			√		Memorandum	Receiving of incoming communications	Constant checking of incoming communication for the tracking of any documents that needed report, action of for information purposes only
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C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Client Satisfaction Survey	Assisting clients in front desk	Referring to whom it concerned
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly
			√		Travel Order	Checking and preparing of Travel Order	Constant checking, consolidation and preparing of Travel Order

Signature of the Employee: 
Date Accomplished: APRIL 30, 2021


Verified by the Immediate Supervisor: MARITES B. LANDICHO 

Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section			
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 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
				1673-21	Resurveying	Conduct of resurveying and mapping of existing tenurial instrument of FORSIHAMA CBFM Association.	Travel to Formon, Bongabong, Oriental Mindoro assisting in the conduct of resurveying and mapping of existing tenurial instrument of FORSIHAMA CBFM Association.	3 days including travel time
				1922-21	Resurveying	Coordination with CBFM PO President regarding the upcoming exit meeting of resurveying and mapping of existing tenurial instrument of STANLEY CBFM Association, BALATBAT CBFM Association and FORSIHAMA CBFM Association.	Travel to Nasucob, Bulalacao, Oriental Mindoro assisting in the conduct of meeting of resurveying and mapping of existing tenurial instrument of BALATBAT CBFMA. Travel to San Vicente, Roxas, Oriental Mindoro assisting in the conduct of meeting of resurveying and mapping of existing tenurial instrument of STANLEY CBFMA. Travel to Formon, Bongabong, Oriental Mindoro assisting in the conduct of meeting of resurveying and mapping of existing tenurial instrument of FORSIHAMA CBFMA.	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		E-mail	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	daily
			√		Memorandum	Receiving of incoming communications	Constant checking of incoming communication that needed report, action of for information purposes only	daily
			√		Memorandum	Checking of certifications	Constant checking of certifications to be released	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Document	Allocation Book	Constant arranging and encoding of allocation book	daily
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day

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

Verified by the Immediate Supervisor:  MARITES B. LANDICHO

Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section			
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management 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
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			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day

Signature of the Employee: 
Date Accomplished: JUNE 30, 2021

Verified by the Immediate Supervisor:  MARITES B. LANDICHO