INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

Ratee:

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.

MARIA SENFROSA D.

/		Date:	MARIA SEIV	RUSANASAYSE	
eviewed by:	117aic	Approved by:	! —		
ARABELLE JOY V. TAMA		ALMA E. GIBE			
Credit Officer ∦In Charge	Admin	Head of Office ØIC-CENRO			
OUTPUT	Success Indicators	Actual Accomplishments	Rating		
	(Targets+Measures)	Actual Accomplishments	Q1 E2 T3	A4	
ENERAL ADMINISTRATION AND SUPPORT ERVICES					
	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 5.00	0 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 4.00	0 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	for simple documents and 15 days for complex revision need 7 working days for simple documents and 15			
ADAPTIVE CAPACITIES OF HUMAN	COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environm	nent and Natural Resouces 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 Asssesment 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 Asssesment with report submitted to Chief, Conservation and Developmnt Section by the end of September 2021	3.500 3.500 3.50	0 3.500	
otal Overall Rating			14.500 16.500 16.50	00 16.500	
nal Average Rating			3.625 4.125 4.12		
djectival Rating			VERY SATISFAC	TORY	
omments and Recommendations for Development I	urposes Reumnended or training m	Records management,			
scussed with Date	Assessed by:	Date Final Rating by:		Date	
	I certify that I discussed my assessment of the performance with the employee				
MARIA SENTROSA D. SAYSE Admin. Aide VI Employee	ARABELLE JOY). TAMAYOSA Credit Officer Win-Charge Admin	8 R 2021 ALMA E. GIB OIC-CENRO		8/19/2021	
PCR - Legend 1 - Quantity 2 - Efficiency 3 -	Supervisor	Head of Office	2		

Name: MARIA SENFROSA D. SAYSE						0- 1' DI ' ID ' D '			
						Section: Planning and Programming Section			
Position: ADMINISTRATIVE All	DE VI					Division: Planning and Management Division			
					MONTHLY ACCOMP	LISHMENT MONITORING FORM for: January 2021			
	T	уре	N	lature		Details of	the Activity		
	PBB related	targets		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									
B. MISCELLANEOUS ACTIVITIES (other			٧		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	
activities related to the Division of outside of the targets)	or Office		V		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	
	√ Memo		Memorandum	Checking of outgoing communications	Constant checking of outgoing communication that came from office of the CENR Officer	daily			
C. OTHER FUNCTIONS AND DU			V		Client Satisfaction Survey	Assisting clients in front desk	Referring to whom it concerned	daily	
(other activities not related to the but other designations, functions			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day	
concurrent capacities)			V		Travel Order	Checking and preparing of Travel Order	Constant checking, consolidation and preparing of	1 day	

Signature of the Emp	oloyee: _		duction	2
Date Accomplished:	JAN.	29,	~	

Verified by the Immediate Supervisor: MARITES B. ANDICHO

Name: MARIA SENFROSA D. S	SAYSE					Castion: Dianning and Decaremains Continu		
Position: ADMINISTRATIVE AI						Section: Planning and Programming Section		
The second secon	DE VI				MONTHLY ACCOMP	Division: Planning and Management Division		
	Т	ype	1 1	lature	MONTHLY ACCOMPT	LISHMENT MONITORING FORM for: February 2021		
	,	Other		Field	Type of Document/	Details of t	he Activity	
	PBB related	regular targets based on WFP	Office Work		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		٧		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 trave time
B. MISCELLANEOUS ACTIVITIES (other			√		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
activities related to the Division or outside of the targets)	or Office		٧		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
			V		Memorandum	Checking of outgoing communications	Constant checking of outgoing communication that came from office of the CENR Officer	daily
C. OTHER FUNCTIONS AND DU			V		Client Satisfaction Survey	Assisting clients in front desk	Referring to whom it concerned	daily
(other activities not related to the but other designations, functions			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day
concurrent capacities)			V		Travel Order	Checking and preparing of Travel Order	Constant checking, consolidation and preparing of	1 day

Signature of the Emp	oloyee:	totic	ww	
Date Accomplished:				

Verified by the Immediate Supervisor: MARITES B. LANDICHO

Travel Order

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 Type Nature Details of the Activity Other Field Type of Document/ regular PBB Office Work Activity (indicate date Action Taken (indicate the status of the targets Subject/ Activity/ Event Time Consumed related Work and time the document (indicate document/activity) based on TO #) received) WFP 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. Conduct of meeting of resurveying and mapping of Bulalacao, Oriental Mindoro assisting in the 3 days including travel 2021-443 Resurveying existing tenurial instrument of FORSIHAMA CBFMA. conduct of meeting of resurveying and mapping of time BALATBAT CFMA and STANLEY CBFMA 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 Bulalacao, Oriental Mindoro assisting in the conduct of orientation on the characterization A. TARGET- RELATED Conduct of orientation on the characterization and Cavilian Watershed and vulnerability assessment of Cavilian **ACTIVITIES** vulnerability assessment of Cavilian Watershed. 2 days including travel 2021-496 and Bongabong Watershed. Travel to Bongabong, Oriental Mindoro Conduct of orientation on the Integrated Watershed Watershed assisting in the conduct of orientation on the Management Plan of Bongabong Watershed Integrated Watershed Management Plan of Bongabong Watershed. Travel to San Vicente Roxas, Oriental Mindoro assisting in the conduct of esurveying, relocating Conduct of resurveying, relocating and mapping of and mapping of existing tenurial instrument of 2 days including travel 2021-735 existing tenurial instrument of STANLEY CBFM Resurveying STANLEY CBFM Association. Travel to Mansalay, time Association Oriental Mindoro assisting in the conduct of esurveying, 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 Conduct of resurveying, relocating and mapping of and mapping of existing tenurial instrument of 2021-4 days including travel Resurveying existing tenurial instrument of STANLEY CBFM STANLEY CBFM Association. Travel to Mansalav. 1244 time Association Oriental Mindoro assisting in the conduct of esurveying, relocating and mapping of existing tenurial instrument of STANLEY CBFM Association Constant checking of email for the tracking of any E-mail Any email receive for action or for information documents that needed report, action of for daily information purposes only

Receiving of incoming communications

Checking of outgoing communications

Memorandum

Memorandum

B. MISCELLANEOUS ACTIVITIES (other

activities related to the Division or Office

outside of the targets)

Constant checking of incoming communication for

the tracking of any documents that needed report,

action of for information purposes only

Constant checking of outgoing communication that

came from office of the CENR Officer

daily

daily

• •					
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)	V	Client Satisfaction Survey	Assisting clients in front desk	Referring to whom it concerned	daily
	V	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 Emp	loyee:	Modelija	
Date Accomplished:	MARCH	31. 2021	

Verified by the Immediate Supervisor MARITES B. LANDICHO

1

Name: MARIA SENFROSA D. SAYSE	Section: Planning and Programming Section
Position: ADMINISTRATIVE AIDE VI	Division: Planning and Management Division
MONTHLY ACCO	DMPLISHMENT MONITORING FORM for: April 2021

	T	уре	N	lature		Details of	the Activity	
	PBB related	Other regular targets based on WFP	egular argets seed on Field Type of Document/ Work Work (indicate with and time the document for the field work) Field Type of Document/ Activity (indicate date and time the document for the field work) Subject/ Act		Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed	
		V		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.	4 days including trave time
A. TARGET- RELATED ACTIVITIES		V		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.	4 days including trave time
		V		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.	4 days including trave time
		√		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	4 days including travel
P MISCELLANICOLIS ACTIVITIE	S (other		4		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
B. MISCELLANEOUS ACTIVITIES (othe activities related to the Division or Office outside of the targets)	elated to the Division or Office		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		
			V		Memorandum	Checking of outgoing communications	Constant checking of outgoing communication that came from office of the CENR Officer	daily
C. OTHER FUNCTIONS AND DU			V		Client Satisfaction Survey	Assisting clients in front desk	Referring to whom it concerned	daily
(other activities not related to the but other designations, functions			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day
concurrent capacities)			V		Travel Order	Checking and preparing of Travel Order	Constant checking, consolidation and preparing of Travel Order	1 day

Signature of the Emp	loyee:		dididiyin	
Date Accomplished:	APRIL	30,		

Verified by the Immediate Supervisor: MARITES B. VANDICHO

Name: MARIA SENFROSA D. S	SAYSE					Section: Planning and Programming Section			
CONTROL ADMINIOTRATIVE A	DE VI				MONTHLY ACCOM	Division: Planning and Management Division			
	Т Т	una	T .	lahuna.	MONTHLY ACCOM	MPLISHMENT MONITORING FORM for: May 2021			
		уре	I I	Vature		Details of	the Activity		
	PBB related	Other regular targets based on WFP	Office Work		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				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 trave	
ACTIVITIES				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 trave time	
B. MISCELLANEOUS ACTIVITI	ES (other		V		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	
activities related to the Division outside of the targets)			1		Memorandum	Receiving of incoming communications	Constant checking of incoming communication that needed report, action of for information purposes only	daily	
			V		Memorandum	Checking of certifications	Constant checking of certifications to be released	daily	
C. OTHER FUNCTIONS AND DI (other activities not related to the	e Division		V		Document	Allocation Book	Constant arranging and encoding of allocation book	daily	
but other designations, functions and concurrent capacities)			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day	

Signature of the Emp	loyee:		C	meliano	
Date Accomplished	MAY	31.		4	

Verified by the Immediate Supervisor: MARITES B. ANDICHO

Name: MARIA SENFROSA D. S	SAYSE					Section: Planning and Programming Section				
Position: ADMINISTRATIVE AIDE VI						Division: Planning and Management Division				
					MONTHLY ACCOM	PLISHMENT MONITORING FORM for: June 2021				
	Т	уре	N	lature		Details of the Activity				
	PBB related	Other regular targets based on WFP	Office Work		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										
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			٧		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		
			٧		Memorandum	Receiving of incoming communications	Constant checking of incoming communication that needed report, action of for information purposes only	daily		
			V		Memorandum	Checking of certifications	Constant checking of certifications to be released	daily		
C. OTHER FUNCTIONS AND DUTIES		V		Document	Allocation Book	Constant arranging and encoding of allocation book	daily			

Document

Signature of the Emplo	oyee:	distant		
Date Accomplished:	JUNE	30,		

(other activities not related to the Division but other designations, functions and

concurrent capacities)

Verified by the Immediate Supervisor MARITES B. ANDICHO

Client Satisfaction Survey

Consolidation of documents for the submission of

CSS monthly

1 day