

I, ARABELLE JOY P. VALDEZ-TAMAYOSA, Forest Technician I of the CENRO Roxas- 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 January to June 2021.

Reviewed by:		Date	Approved by:	Rating				Date
REYNALDO PUDIQUET Sector Head			ALMA E. GIBE OIC-CENRO					
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Q1	E2	T3	A4	Remarks	
General Administration and Support Services								
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) prepare and submit to Admin based on Section 8 of RA 6713 on February 20, 2021 with 100% accuracy	3.000	5.000	5.000	4.333		
Submission of IPCR	One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section on prescribed period	One (1) IPCR (commitment) based on approved OPCR to be submitted to Admin Section on prescribed period with 100% accuracy	3.000	5.000	3.000	3.667		
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% of documents acted upon Simple documents-7 working days upon receipt of office Complex documents-15 working days upon receipt of office		5.000	3.000	4.000		
Support to Operation								
	One (1) CRMF with 5-year work plan and generated map submitted to PENRO by the end of November 2021						Second Semester Target	
	Conduct re-survey and mapping of 3,116 hectares of CBFM area clearly defined on the ground by the end of June 2021	Conduct re-survey and mapping of 4,089.43 hectares of CBFM area clearly defined on the ground by mid of May 2021	5.000	5.000	5.000	5.000		
Natural Resources Enforcement and Regulation Program								
	Monitor six (6) CBFM in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO by the end of September 2021 with 100% accuracy	Monitored four (4) CBFM in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO on March 15, 2021 and June 07, 2021 with 100% accuracy.	5.000	5.000	3.000	4.333	Remaining target will be accomplished on Second Semester	
	Assess four hundred seventy-five (475) expired CSC with report indicating categoral recommendation submitted to PENRO by the end December 2021 with 100% accuracy	Assessed two hundred eighty-two (282) expired CSC with report indicating categoral recommendation submitted to PENRO on March 15, 2021 and June 07, 2021 with 100% accuracy.	3.990	5.000	3.000	3.997	Remaining target will be accomplished on Second Semester	
Support to full operationalization of Lawin System	Consolidate and upload 360 kilometers of patrol route with action taken on the observed threats with monthly reports reviewed by Chief, Monitoring and Enforcement Section and submit to CENRO with 100% accuracy.	Consolidated and uploaded 426 kilometers of patrol route with action taken on the observed threats with monthly reports reviewed by Chief, Monitoring and Enforcement Section and submit every 20th day of the month to CENRO with 100% accuracy.	5.000	5.000	3.000	4.333		
	Prepare and submit four (4) patrol plan (quarterly) for Lawin Forest and Biodiversity Protection System reviewed by Chief, Monitoring and Enforcement Section and submit to CENRO with 100% accuracy.	Prepare and submit three (3) patrol plan (quarterly) for Lawin Forest and Biodiversity Protection System reviewed by Chief, Monitoring and Enforcement Section and submit before succeeding quarter to CENRO with 100% accuracy.	3.000	5.000	3.000	3.667	Remaining target will be accomplished on Second Semester	
Total Overall Rating			27.990	40.000	28.000	33.330		
Final Average Rating			3.999	5.000	3.500	4.166		
Adjectival Rating			VERY SATISFACTORY					
Comments and Recommendations for Development Purposes								
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date			
ARABELLE JOY P. VALDEZ-TAMAYOSA Employee	8/18/2021	I certify that I discussed my assesment of the performance with the employee		ALMA E. GIBE OIC-CENRO	8/19/2021			

Name: ARABELLE JOY P. VALDEZ					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN I					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
					Letter and shape files of target csc area	CSC EVALUATION AND ASSESSMENT	Prepared the list of CSC holders, generated map for assessment and prepared evaluation form of CSC Holders	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						OFFICE DISINFECTION	WORK FROM HOME (JAN. 20-22,2020)	3 days
						HOLIDAY	HOLIDAY (JANUARY 1, 2021)	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)	√		√	TO 2021-141	syncing using the SMART System, Memorandum and Reports	Patrol Data accomplished for Lawin Forest and Biodiversity Protection System	coordinate with the PENRO Lawin Data Manager for the updating of conservation area in the system, patrol planning for first quarter and other SMART System queries at PENR Office	daily

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO D. RUDIQUET
Forester III/ Chief, MES

Name: ARABELLE JOY P. VALDEZ					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN I					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
	√		√		Letter and shape files of target csc area	CSC EVALUATION AND ASSESSMENT	Prepared the list of CSC holders, generated map for assessment and the performance evaluation form of CSC Holders	daily
	√			Travel Order No. 2021-242 & 2021-278, 2021-178	Coordination, Meeting & Assessment	CSC EVALUATION AND ASSESSMENT	Travel to Bulalacao to coordinate barangay LGU's regarding in the conduct of CSC assessment. To conduct meeith CSC Holders and conduct Performance and Evaluation and assessment of expired CSC.	9 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						HOLIDAY	HOLIDAY (FEBRUARY 25, 2021)	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		√	√		syncing using the SMART System, Memorandum and Reports	Lawin Forest and Biodiversity Protection System	Syncing the patrol data recorded by the patrollers using the SMART Connect System; Addressing the threats recorded, monitoring the Distance accomplished by the patrollers, make reports and memorandum endorsing the reports for Lawin Accomplishments.	daily

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO P. PUDIQUET
Forester III/ Chief, MES

Name: ARABELLE JOY P. VALDEZ					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN I					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)	Time Consumed
	√		√		Letter, map and evaluation form	CSC EVALUATION AND ASSESSMENT	Prepared the list of CSC holders, generated map for assessment and evaluation form of CSC Holders	daily
	√			Travel Order No. 2021-437	Coordination and Meeting	Re-surveying of Tenorial Area	Travel to Bulalacao, Roxas & Bongabong to conduct meeting for re-surveying /relocation of corners of STANLEY CBFM, BALATBAT CBFM, & FORSIHAMA CBFM	4 days including travel time
				Travel Order No. 2021-1259	Survey, relocation and mapping	Re-surveying of Tenorial Area	Travel to Roxas and Bongabong to conduct resurveying, relocating and mapping of STANLEY CBFM corners.	4 days including travel time
	√			Travel Order No. 2021-520	Evaluation and Assessment	CSC EVALUATION AND ASSESSMENT	Travel to Bulalacao to conduct performance evaluation and assessment of expired CSC	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						OFFICE DISINFECTION	WORK FROM HOME (March 29-31, 2021)	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		√	√		syncing using the SMART System, Memorandum and Reports	Patrol Data accomplished for Lawin Forest and Biodiversity Protection System	Syncing the patrol data recorded by the patrollers using the SMART Connect System; Addressing the threats recorded, monitoring the Distance accomplished by the patrollers, make reports and memorandum endorsing the reports for Lawin Accomplishments.	daily

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: **REYNALDO D. PUDIQUET**
Forester III/ Chief, MES

Name: ARABELLE JOY P. VALDEZ					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN I					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
	√		√		Letter, map and evaluation form	CSC EVALUATION AND ASSESSMENT	Prepared the list of CSC holders, generated map for assessment and evaluation form of CSC Holders	daily
				Travel Order No. 2021-1289, 2021-1373, 2021-1347, 2021-1412	Survey, relocation and mapping	Re-surveying of Tenorial Area	Travel to Bongabong, Bulalacao to conduct resurveying, relocating and mapping of STANLEY CBFM & BALATBAT CBFM corners.	16 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						HOLIDAY	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)		√	√		syncing using the SMART System, Memorandum and Reports	Patrol Data accomplished for Lawin Forest and Biodiversity Protection System	Syncing the patrol data recorded by the patrollers using the SMART Connect System; Addressing the threats recorded, monitoring the Distance accomplished by the patrollers, make reports and memorandum endorsing the reports for Lawin Accomplishments.	daily

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: **REYNALDO L. PUDIQUET**
Forester III/ Chief, MES

Name: ARABELLE JOY P. VALDEZ					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN I					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
	√		√		Letter and shape files of target csc area	CSC EVALUATION AND ASSESSMENT	Prepared the list of CSC holders, generated map for assessment and the performance evaluation form of CSC Holders	daily
	√			Travel Order No. 2000-21, 1963-21	Coordination Meeting	RESURVEYING OF TENURIAL INSTRUMENTS	Travel to Bongabong, Roxas and Bulalacao to coordinate & to conduct exit meeting of resurveying with CBFM org. of STANLEY CBFM & FORSIHAMA CBFM & BALATBAT CBFM	3 days including travel time
					Meeting	CSC EVALUATION AND ASSESSMENT	Travel to Mansalay to conduct meeting with CSC Holders	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						LEAVE	ON LEAVE (May 3-7, 10-12, & 14, 2021)	9 DAYS
						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)	√		√		syncing using the SMART System,	Patrol Data accomplished for Lawin Forest and Biodiversity Protection System	Syncing the patrol data recorded by the patrollers using the SMART Connect System; Addressing the threats recorded, monitoring the Distance accomplished by the patrollers.	daily

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO D. PUDIQUET
Forester III/Chief MES

Name: ARABELLE JOY P. VALDEZ-TAMAYOSA					Section: Monitoring and Enforcement Section			
Position: FOREST TECHNICIAN I					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: JUNE, 2021								
A. TARGET- RELATED ACTIVITIES	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
	√		√		Shape files of target csc area	CSC EVALUATION AND ASSESSMENT	Prepared the list of CSC holders, generated map for assessment and the performance evaluation form of CSC Holders	daily
	√			Travel Order No. 2021-2182, 2021-2243, 2021-2367, 2021-2492	Evaluation and Assessment	CSC EVALUATION AND ASSESSMENT	Travel to Mansalay to conduct CSC Performance Evaluation and Assessment within the expired CSC area	12 days including travel time
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)		√	√		syncing using the SMART System,	Patrol Data accomplished for Lawin Forest and Biodiversity Protection System	Syncing the patrol data recorded by the patrollers using the SMART Connect System; Addressing the threats recorded, monitoring the Distance accomplished by the patrollers.	daily

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: REYNALDO P. PUDIQUET
Forester III/ Chief, MES