

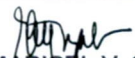

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **GIL D. BAGATUA**, of the DENR-PENRO, Oriental Mindoro, Division of General Administration and Support Services 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 **JULY – DECEMBER 2021**.





GIL D. BAGATUA
Ratee

Date:

Reviewed by:	Date	Approved by:	Date
 MARICEL V. SUPLEO In-Charge, Administrative and Finance Section		 NESTOR N. CUASAY Immediate Supervisor	
Immediate Supervisor			

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services	100% of assigned official travel acted upon	100% of assigned official travel acted upon.		5.000	3.000	4.000	Rated on 1 st Semester
	Assisted in loading and unloading of office supplies, materials and baggages on time	100% assisted in loading and unloading of office supplies, material and baggages on time.		5.000	3.000	4.000	
	100% of Office assigned Vehicle maintained at good running condition (serviceable) on time	100% of Office assigned Vehicle maintained at good running condition (serviceable) on time.		5.000	3.000	4.000	
Implementation of Good Governance	100% submitted of SALN to DENR Personnel Unit before Feb. 28, 2021						

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

Preparation and Submission of IPCR	One (1) IPCR commitment based on the approved OPCR submitted to the Personnel Unit on prescribe period						Rated on 1 st Semester
Total Overall Rating				15.000	9.000	12.000	
Final Average Rating				5.000	3.000	4.000	
Adjective Rating					V	S	
Comments and Recommendations for Development Purposes <i>- Be always made sure that all vehicles were in good condition by performing regular maintenance + cleanliness</i> <i>- Punctual</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
 GIL D. BAGATUA Admin. Aide IV (Driver)	FEB 0 8 2022	I certify that I discussed my assessment of the performance with the employee  NESTOR N. CUASAY In-Charge Management Services Division	FEB 0 8 2022	 MARY JUNE F. MAYPA PENRO	FEB 0 8 2022		
Employee		Supervisor		Head of Office			

Name: Gil D. Bagatua	Section: Office of the PENRO
Position: Admin. Aide IV	Division: Management Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: JULY 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 # 2021-2422	Travel Order July 8-11, 2021	To convey the PENRO to report to Regional Office	Conveyed the PENRO to report to Regional Office	4 days
				√		To convey PENRO Personnel to CENRO -Socorro	To conveyed PENRO Personnel to CENRO - Socorro	2 days
				√		To convey PENRO at CENRO-Roxas and CENRO Socorro.	To conveyed PENRO at CENRO-Roxas and CENRO Socorro.	4 days
				√		To convey PENRO Personnel at Calapan Vicinities	Conveyed PENRO Personnel at Calapan Vicinities	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√			Office assigned Vehicle maintain at good running condition	Office assigned Vehicle maintained at good running condition	daily
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: 2-8-22

Verified by the Immediate Supervisor: MYLA GEMMA P. GAMBOA
FT II/In Charge GSU/HRD

Name: Gil D. Bagatua	Section: Office of the PENRO
Position: Admin. Aide IV	Division: Management Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: AUGUST 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 # 2021-2865	Travel Order August 23-25, 2021	To convey the PENRO to attend the consultative meeting and task force puerto galera meeting	Conveyed the PENRO to attend the consultative meeting and task force puerto galera meeting	3 days
				TO # 2021-2866	Travel Order August 26-31, 2021	To convey the PENRO submit documents at the regional office/to meet with RED and ARDs on PENROs status of accomplishment/to follow up the status of the vacant positions in DENR -PENRO Oriental Mindoro	Conveyed the PENRO submit documents at the regional office/to meet with RED and ARDs on PENROs status of accomplishment/to follow up the status of the vacant positions in DENR -PENRO Oriental Mindoro	4 days
				√		To convey PENRO at Cenro Roxas and to submit documents.	Conveyed PENRO at Cenro Roxas and to submit documents.	3 days
			√			Office assigned Vehicle maintain at good running condition	Office assigned Vehicle maintained at good running condition	daily
				√		To Convey PENRO Personnel to Cenro Socorro	Conveyed PENRO Personnel to Cenro Socorro	2 days
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)								

Signature of the Employee: 
Date Accomplished: 2-8-22

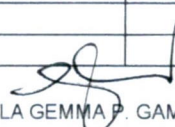
Verified by the Immediate Supervisor: MYLA GEMMA P. SAMBOA
FT II/In Charge GSU/HRD

Name: Gil D. Bagatua	Section: Office of the PENRO
Position: Admin. Aide IV	Division: Management Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: SEPTEMBER 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 # 2021-2945	Travel Order Sept. 15-16, 2021	To convey PENRO Liason Officer to GSIS Batangas, Pasy and DENR Central Office;to pick up soil sampling result at Lipa , Batangas	Conveyed PENRO Liaison Officer to GSIS Batangas, Pasy and DENR Central Office;to pick up soil sampling result at Lipa , Batangas	2 days
				TO # 2021-3052	Travel Order Sept. 23-28, 2021	To convey the PENRO submit documents at the regional office/to meet with RED and ARDs on PENROs status of accomplishment/to follow up the status of the vacant positions in DENR -PENRO Oriental Mindoro	Conveyed the PENRO submit documents at the regional office/to meet with RED and ARDs on PENROs status of accomplishment/to follow up the status of the vacant positions in DENR -PENRO Oriental Mindoro	6 days
				TO # 2021-3069	Travel Order Sept. 29, 2021	To submit documents at the regional office/to convey PENRO liason officer to deliver remittances at GSIS Pasay	Submitted documents at the regional office/conveyed PENRO liason officer to delivered remittances at GSIS Pasay	1 days
			√			Convey PENRO at CENRO-Roxas and CENRO Socorro.	Conveyed PENRO at CENRO-Roxas and CENRO Socorro.	4 days
			√			Office assigned Vehicle maintain at good running condition	Office assigned Vehicle maintained at good running condition	daily
			√			To convey PENRO Personnel at Provincial Capitol, Or.Mdo.and calapan vicities	To conveyed PENRO Personnel at Provincial Capitol, Or.Mdo.and calapan vicities	1day
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)								

Signature of the Employee: 
Date Accomplished: 2-8-22

Verified by the Immediate Supervisor: MYLA GEMMA P. GAMBOA

FT II/In Charge GSU/HRD

Name: Gil D. Bagatua	Section: Office of the PENRO
Position: Admin. Aide IV	Division: Management Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: OCTOBER 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 # 2021-3186	Travel Order Oct. 14-19, 2021	To convey PENRO at the Regional Office and to submit documents	To convey PENRO at the Regional Office and to submit documents	6 days
				√		To convey PENRO Personnel to CENRO Roxas at CENRO Roxas	Conveyed PENRO Personnel to CENRO Roxas at CENRO Roxas	2 days
				TO # 2021-3318	Travel Order Oct. 27-Nov. 2, 2021	To convey the PENRO to submit results of deliberation for the vacant positions in Oriental Mindoro and to attend other matters/to submit documents at the Regional Office	Conveyed the PENRO to submit results of deliberation for the vacant positions in Oriental Mindoro and to attend other matters/ submitted documents at the Regional Office	5 days
			√			Office assigned Vehicle maintain at good running condition	Office assigned Vehicle maintained at good running condition	daily
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)								

Signature of the Employee: 
Date Accomplished: 2-8-22

Verified by the Immediate Supervisor: MYLA GEMMA P. GAMBOA
FT II/In Charge GSU/HRD

Name: Gil D. Bagatua Position: Admin. Aide IV	Section: Office of the PENRO Division: Management Division
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MONTHLY ACCOMPLISHMENT MONITORING FORM for: NOVEMBER 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 # 2021-3323	Travel Order Nov. 3-6, 2021	To convey the PENRO to submit results of deliberation for the vacant positions in Oriental Mindoro and to attend other matters/to submit documents at the Regional Office	Conveyed the PENRO to submit results of deliberation for the vacant positions in Oriental Mindoro and to attend other matters/ submitted documents at the Regional Office	4 days
				TO # 2021-3480	Travel Order Nov. 17-18, 2021	To convey the PENRO to attend PAMB Meeting of Mts. Iglit-Baco Natural Park	Conveyed the PENRO to attend PAMB Meeting of Mts. Iglit-Baco Natural Park	2 days
				√		To convey PENRO Personnel to GSIS, PAG IBIG and Land Bank	To convey PENRO Personnel to GSIS, PAG IBIG and Land Bank	1 day
			√			Office assigned Vehicle maintain at good running condition	Office assigned Vehicle maintained at good running condition	daily
				TO # 2021-3977	Travel Order Nov. 25-26, 2021	To convey the PENRO to the Regional Office to follow up the status of applicants/ to convey the PENRO personnel to deliver checks at GIS and Project Hope/to submit demand lette/to procure office supplie for the 2nd semester	Conveyed the PENRO to the Regional Office to follow up the status of applicants/ conveyed the PENRO personnel to delivered checks at GIS and Project Hope/submitted demand lette/to procure office supplie for the 2nd semester	2 days
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)								


Signature of the Employee: _____
 Date Accomplished: 2-8-22

Verified by the Immediate Supervisor: MYLA GEMMA P. GAMBOA
 FT II/In Charge GSU/HRD

Name: Gil D. Bagatua	Section: Office of the PENRO
Position: Admin. Aide IV	Division: Management Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: DECEMBER 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 convey PENRO at CENRO-Roxas and CENRO Socorro.	Conveyed PENRO at CENRO-Roxas and CENRO Socorro.	2 days
			√			To convey PENRO Personnel at Bongabong, Or.Mindoro	Conveyed PENRO Personnel at Bongabong	2 days
			√			To convey PENRO Personnel at Calapan Vicinities	Conveyed PENRO Personnel at Calapan Vicinities	daily
				TO # 2021-4112	Travel Order Dec. 12-14, 2021	To convey the PENRO to attend ceremonies and orientation of newly appointed and prompted personnel	Cpnveyed the PENRO to attend ceremonies and orientation of newly appointed and prompted personnel	3 days
				TO # 2021-4405	Travel Order Dec. 16-18, 2021	To convey the PENRO to deliver important documents at the Regional Office	Conveyed the PENRO to deliver important documents at the Regional Office	3 days
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)								

Signature of the Employee: 
Date Accomplished: 2-8-22

Verified by the Immediate Supervisor: MYLA GEMMA P. CAMBOA
FT III/In Charge GSU/HRD