

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **DALIA G. BIGTAS**, of the **DENR-PENRO, CALAPAN CITY, ORIENTAL MINDORO, REGULATION AND PERMITTING 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 TO DECEMBER 2021**.

Ratee: **DALIA G. BIGTAS**
Date: _____




Reviewed by:	Date:	Approved by:	Date:
<i>maria alva</i> MARIA ALVA RENELYN A. CULLA-UMALI		<i>Esperanza P. Corpez</i> ESPERANZA P. CORPEZ	
LMO III / Chief RPS		In-Charge, Technical Services Division	

Output	Success Indicators (targets + measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services							
Actions on Documents /Requests	100% of documents acted, 7 working days for simple documents and 15 working days for complex documents, upon receipt	100% of documents acted, 2 working days for simple documents and 7 working days for complex documents, upon receipt		5.0	5.0	5.0	-land matters, etc.
Implementation of Good Governance conditions	One (1) rated IPCR submitted to Personnel Unit within the prescribed period (Jan. to June 2021)	One (1) rated IPCR submitted to Personnel Unit on August 20, 2021 (Jan. to June 2021)		4.0	4.0	4.0	
Natural Resources Enforcement and Regulatory Program							
Resolution of Land Cases with Claims and Conflicts	80% of Fourteen (14) ADR proceeding reports of land cases submitted by CENROs, reviewed, examined and forwarded to Chief, RPS, by end of December 2021	100% of 14 ADR proceeding reports of land cases submitted by CENROs, reviewed, examined and forwarded to Chief, RPS, by end of December 2021	4.849	4.0	3.0	3.95	
Natural Resources Conservation and Development Program							
Land Survey, Disposition and Records Management	220 residential free patents submitted by CENROs, reviewed, examined and forwarded to Chief, RPS, 3 days upon receipt of application based on RA 10023 and DAO 2010-12 and DAO 2019-11 74 patents – January to June 2021 146 patents – July to December 2021 (plus 49 patents – backlog from 1 st semester)	177 residential free patents submitted by CENROs, reviewed, examined and forwarded to Chief, RPS, 1 day upon receipt of application based on RA 10023 and DAO 2010-12 and DAO 2019-11 25 patents 152 patents	2.557	5.0	4.0	3.85	

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

Total Overall Rating		7.41	18.00	17.00	16.80	
Final Average Rating		3.700	4.500	4.250	4.200	
Adjectival Rating		VERY SATISFACTORY				

Comments and Recommendations for Development Purposes

Discussed with:		Assessed by:		Final Rating:		
 DALIA G. BIGTAS Special Investigator I	Date:	I certify that I discussed my assessment of performance with the employee  ALMA E. GIBE DMO V/Chief, Technical Services Division	Date:	 MARY JUNE F. MAYPA PENR Officer	Date:	
	FEB 08 2022		FEB 08 2022		FEB 08 2022	
Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average						

Name: DALIA G. BIGTAS				Section: Regulation and Permitting Section				
Position: Special Investigator I				Division: Technical Services 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	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO (prepared communications/letters)	daily
	√		√		Patents	Review/evaluation Residential Free Patent	Reviewed and evaluated residential patents applications forwarded by the CENROs	40mins/patent daily
				T.O. No. 2021-2518	field work	Briefing re: revalidation of MINSCAT Reservation area	Attended briefing re: revalidation of MinSCAT reservation area	1 day
				T.O. No. 2021-2520	fieldwork	Meeting together with the PARCCOM members re: land problem of farmers of Odiong, Happy Valley and San Rafael, Roxas, Oriental Mindoro and conduct research	Attended meeting together with the PARCCOM members re: land problem of farmers of Odiong, Happy Valley and San Rafael, Roxas, Oriental Mindoro held at Barangay San Mariano, Roxas, Oriental Mindoro and conducted research on data provided by PARCCOM	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				T.O. No. 2021-2401	proceedings	Attendance to ADR proceedings at CENRO Socorro	Assisted ADRO Arias in the conduct of ADR proceedings at CENRO SOCORRO	1 DAY
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					attendance	Attended to inquiries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	1 hr
			√		bac reso / notices	Preparation of BAC matters/documents (minutes, BAC Reso, Letter of Award, Notices)	Prepared Resolutions, minutes of pre-bidding and Bidding process, and other notices related to BAC	daily
			√		attendance	Opening of Bids/Quotations	Attended to opening of Bids/Quotations (BAC)	3 hrs

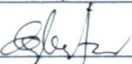
Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI

Name: DALIA G. BIGTAS	Section: Regulation and Permitting Section
Position: Special Investigator I	Division: Technical Services 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	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO (prepared communications/letters)	daily
	√		√		Patents	Review/evaluation Residential Free Patent	Reviewed and evaluated residential patents applications forwarded by the CENROs	40mins/patent daily
				T.O. No. 2021-2843	field work	Attendance and providing assistance in the conduct of Cascading of Rapid Land Tenure Appraisal (RLTA) in San Teodoro	Attended and provided assistance in the conduct of Cascading of Rapid Land Tenure Appraisal (RLTA) in San Teodoro	1 day
				T.O. No. 2021-2864	fieldwork	Attendance to meeting re: Task Force Puerto Galera	Attended meeting re: Task Force Puerto Galera for the Rehabilitation and Protection of Prime Eco-tourism Destination (Puerto Galera)	1 day
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)					attendance	Attended to inquiries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	1 hr
			√		bac reso / notices	Preparation of BAC matters/documents (minutes, BAC Reso, Letter of Award, Notices)	Prepared Resolutions, minutes of pre-bidding and Bidding process, and other notices related to BAC	daily
			√		attendance	Opening of Bids/Quotations	Attended to opening of Bids/Quotations (BAC)	3 hrs

Signature of the Employee: 

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI 

Date Accomplished: _____

Name: DALIA G. BIGTAS				Section: Regulation and Permitting Section				
Position: Special Investigator I				Division: Technical Services 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	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO (prepared communications/letters)	daily
	√		√		Patents	Review/evaluation Residential Free Patent	Reviewed and evaluated residential patents applications forwarded by the CENROs	40mins/patent daily
				T.O. No. 2021-3053	field work	Participation in the Clean-up Drive in San Isidro, Puerto Galera, Oriental Mindoro	Participated in the Clean-up Drive in San Isidro, Puerto Galera, Oriental Mindoro	1 day
				T.O. No. 2021-3064	fieldwork	Attendance and providing assistance in the conduct of meeting with the Academe of District of Puerto Galera re: execution of MOPA with DepEd and participation in the clean-up drive and facilitate in the conduct of stakeholders meeting and IEC campaign	Attended and provided assistance in the conduct of meeting with the Academe of District of Puerto Galera re: execution of MOPA with DepEd and participation in the clean-up drive and facilitate in the conduct of stakeholders meeting and IEC campaign	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)					attendance	Attended to inquiries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	1 hr
			√		bac reso / notices	Preparation of BAC matters/documents (minutes, BAC Reso, Letter of Award, Notices)	Prepared Resolutions, minutes of pre-bidding and Bidding process, and other notices related to BAC	daily
			√		attendance	Opening of Bids/Quotations	Attended to opening of Bids/Quotations (BAC)	3 hrs

Signature of the Employee: 

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI

Name: DALIA G. BIGTAS				Section: Regulation and Permitting Section				
Position: Special Investigator I				Division: Technical Services Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: OCTOBER 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	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO (prepared communications/letters)	daily
	√		√		Patents	Review/evaluation Residential Free Patent	Reviewed and evaluated residential patents applications forwarded by the CENROs	40mins/patent daily
				T.O. No. 2021-3200	field work	Conduct of Monitoring of the ADR proceedings	Conducted monitoring of the ADR proceedings of the cases: Merly Ancheta vs Ester Failanga; Risalina Laroza-Avila vs LGU of Barangay Kaligtasan, Bongabong; and Maricel Bendolo vs Annie Morres	3 days
				T.O. No. 2021-3338	fieldwork	Monitoring of ADR Proceedings and conduct of meeting with ADROs re: updates on ADR proceedings	Conducted monitoring of ADR Proceedings and conducted meeting with ADROs re: updates on ADR proceedings	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)					attendance	Attended to inquiries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	1 hr
			√		bac reso / notices	Preparation of BAC matters/documents (minutes, BAC Reso, Letter of Award, Notices)	Prepared Resolutions, minutes of pre-bidding and Bidding process, and other notices related to BAC	daily
			√		attendance	Opening of Bids/Quotations	Attended to opening of Bids/Quotations (BAC)	3 hrs

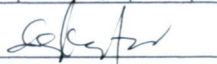
Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor:  MARIA ALVA RENELYN A. CULLA-UMALI

Name: DALIA G. BIGTAS	Section: Regulation and Permitting Section
Position: Special Investigator I	Division: Technical Services Division

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	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO (prepared communications/letters)	daily
	√		√		Patents	Review/evaluation Residential Free Patent	Reviewed and evaluated residential patents applications forwarded by the CENROs	40mins/patent daily
				T.O. No. 2021- _____	field work	Assessment of tenurial instrument of establishments along coastal areas in Puerto Galera	Conducted assessment of tenurial instrument of establishments along coastal areas in remaining barangays of Puerto Galera	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)					attendance	Attended to inquiries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	1 hr
			√		bac reso / notices	Preparation of BAC matters/documents (minutes, BAC Reso, Letter of Award, Notices)	Prepared Resolutions, minutes of pre-bidding and Bidding process, and other notices related to BAC	daily
			√		attendance	Opening of Bids/Quotations	Attended to opening of Bids/Quotations (BAC)	3 hrs

Signature of the Employee: 

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI 

Name: DALIA G. BIGTAS	Section: Regulation and Permitting Section
Position: Special Investigator I	Division: Technical Services 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	√		√		letters/memo	Actions on referrals referred by the supervisors	Acted on referrals referred by the Chief, RPS / Chief TSD / PENRO (prepared communications/letters)	daily
	√		√		Patents	Review/evaluation Residential Free Patent	Reviewed and evaluated residential patents applications forwarded by the CENROs	40mins/patent daily
				T.O. No. 2021- —	field work	Assessment of tenurial instrument of establishments along coastal areas in Puerto Galera	Conducted assessment of tenurial instrument of establishments along coastal areas in remaining barangays of Puerto Galera	3 days
				T.O. No. 2021- —	fieldwork	Assessment of tenurial instrument of establishments along coastal areas in Puerto Galera	Continued the conduct of assessment of tenurial instrument of establishments along coastal areas in remaining barangays of Puerto Galera	5 days
				T.O. No. 2021- —	fieldwork	Assessment of tenurial instrument of establishments along coastal areas in Puerto Galera	Continued the conduct of assessment of tenurial instrument of establishments along coastal areas in remaining barangays of Puerto Galera	5 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)			√		attendance	Attended to queries of walk-in clients re: land matters	Attended to queries of walk-in clients re: land matters	1 hr
			√		bac reso / notices	Preparation of BAC matters/documents (minutes, BAC Reso, Letter of Award, Notices)	Prepared Resolutions, minutes of pre-bidding and Bidding process, and other notices related to BAC	daily
			√		attendance	Opening of Bids/Quotations	Attended to opening of Bids/Quotations (BAC)	3 hrs

Signature if the Employee: 

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA ALVA RENELYN A. CULLA-UMALI