

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **PETERSON F. FABELLON**, of the **DENR-PENRO, SUQUI, 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: **PETERSON F. FABELLON**  
Date: \_\_\_\_\_




Reviewed by: <i>Maria Alva Renelyn A. Culla-Umali</i>	Date: _____	Approved by: <i>Esperanza P. Cortez</i>	Date: _____
MARIA ALVA RENELYN A. CULLA-UMALI		ESPERANZA P. CORTEZ	
LMO III / Chief RPS		In-Charge, Technical Services Division	

Output	Success Indicators ( targets + measures )	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>General Administration and Support Services</b>							
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, 5 working days for simple documents and 10 working days for complex documents, upon receipt		5.0	4.0	4.5	-Water Permit Application -Tree Cutting Permit application -Wood Processing Permit application
Implementation of Good Governance conditions	One (1) rated IPCR submitted to Personnel Unit within the prescribed period (January to June 2021)	One (1) rated IPCR submitted to Personnel Unit on August 20, 2021 (January to June 2021)		4.0	4.0	4.0	-Lumber Dealer Permit Application -Wildlife Permits
	100% of permit applications reviewed, checked and forwarded to Chief RPS	100% of permit applications reviewed, checked and forwarded to Chief RPS		5.0	4.0	4.5	
<b>Other Cross-cutting indicator</b>							
	100% of external clients survey within the standard set in the citizen's charter	100% of external clients surveyed within the standard set in the citizen's charter		4.0	4.0	4.0	Officer of the Day every Tuesday
<b>Total Overall Rating</b>				18.0	16.0	<b>17.0</b>	
<b>Final Average Rating</b>				4.5	4.0	<b>4.25</b>	
<b>ADJECTIVAL RATING</b>			<b>VERY SATISFACTORY</b>				

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

Comments and Recommendations for Development Purposes

An excellent employee and understand his work thoroughly. Highly recommended for promotion.

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 <b>PETERSON F. FABELLON</b> LMO II	<b>FEB 08 2022</b>	I certify that I discussed my assessment of the performance with the employee   <b>ALMA E. GIBE</b> DMO V/Chief, Technical Services Division	<b>FEB 08 2022</b>	 <b>MARY JUNE F. MAYPA</b> PENR Officer	<b>FEB 08 2022</b>

Name: PETERSON F. FABELLON	Section: Regulation and Permitting Section
Position: LMO II	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
<b>A. TARGET- RELATED ACTIVITIES</b>	√		√		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
			√		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			√		local wildlife transport permit	Review and evaluation of Local Wildlife Transport Permit	Reviewed and evaluated Local Wildlife Transport Permit application forwarded by the two CENROs	30 minutes per application
			√		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			√		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			√		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		officer of the day	Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week

Signature if the Employee: 

Date Accomplished: \_\_\_\_\_

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



Name: PETERSON F. FABELLON				Section: Regulation and Permitting Section				
Position: LMO II				Division: Technical Services Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: AUGUST 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
	✓		✓		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
			✓		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			✓		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			✓		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			✓		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
				T.O. No. 2021-2781	travel report	Bring the surveying instrument (RTK)	Brought the surveying instrument (RTK) to Batangas City and meet-up Engr. Iringan	1 day
				T.O. No. 2021-2852	travel report	Distribution of letter invitation to six (6) barangays in Puerto Galera	Delivered/distributed letter invitation to six coastal barangays in Puerto Galera re: consultative meeting on the rehabilitation and protection of prime eco-tourism destination (Puerto Galera)	1 day
			T.O. No. 2021-2861	travel report	Attendance to Consultative Meeting (Task Force Puerto Galera)	Attended to Consultative Meeting re: Task Force Puerto Galera	2 days	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					webinar report	Attendance to webinar re: financial literacy for Senior Citizens	Attended webinar re: financial literacy for Senior Citizens	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		officer of the day	Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week

Signature if the Employee: 

Date Accomplished: \_\_\_\_\_

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

Name: PETERSON F. FABELLON				Section: Regulation and Permitting Section				
Position: LMO II				Division: Technical Services Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: SEPTEMBER 2021								
A. TARGET-RELATED ACTIVITIES	Type		Nature		Details of the Activity			Time Consumed
	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)	
	✓		✓		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
			✓		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			✓		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			✓		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			✓		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
				T.O. No. 2021-2910	travel report	Assistance in the conduct of survey of lands	Assisted Engr. Garcia in the conduct of relocation/verification survey of lands as per Court Order dated Aug. 24, 2021 CV Case No. CV-19-7420	1 day
				T.O. No. 2021-3039	travel report	Stakeholders Meeting, IEC and Clean Up drive in Sinandigan, Palangan, and Sto. Nino, Puerto Galera	Attended Stakeholders Meeting, IEC and Clean Up drive in Sinandigan, Palangan, and Sto. Nino, Puerto Galera	2 days
			T.O. No. 2021-3054	travel report	Clean up drive in San Isidro, Puerto Galera	Attended to clean up drive in San Isidro, Puerto Galera	1 day	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					webinar report	Attendance to webinar re: Internal Audit within the bounce of ISO-9001	Attended to webinar re: Internal Audit within the bounce of ISO-9001	5 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		officer of the day	Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week

Signature if the Employee: 

Date Accomplished: \_\_\_\_\_

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



Name: PETERSON F. FABELLON				Section: Regulation and Permitting Section				
Position: LMO II				Division: Technical Services 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
	✓		✓		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
			✓		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			✓		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			✓		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			✓		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
				T.O. No. 2021-3316	travel report	Site visit in DENR Monitoring office in San Isidro, Puerto Galera	Site visited the DENR Monitoring office in San Isidro, Puerto Galera re: preparation of site development plan	1 day
				T.O. No. 2021-3458	travel report	Coordination and monitoring of RLTA accomplishment in San Teodoro, Oriental Mindoro	Coordinated and monitored RLTA accomplishment in San Teodoro, Oriental Mindoro together with CENRO Socorro and Regional Office personnel	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)		✓		officer of the day	Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week	

Signature if the Employee:   
Date Accomplished: \_\_\_\_\_

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

Name: PETERSON F. FABELLON				Section: Regulation and Permitting Section				
Position: LMO II				Division: Technical Services Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: NOVEMBER 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
	✓		✓		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
			✓		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			✓		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			✓		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			✓		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
				T.O. No. 2021-3474	travel report	Coordination with Ms. Nelia Castillo re: signing of MOPA between DEPED and DENR and monitoring of accomplishment of CENRO Socorro and CENRO Roxas	Conducted coordination with Ms. Nelia Castillo re: signing of MOPA between DEPED and DENR and monitored accomplishment of CENRO Socorro and CENRO Roxas	2 days
				T.O. No. 2021-3464	travel report	Assistance in the conduct of ocular inspection re: case of Heirs of Norberto Laroza rep by Rodrigo Laroza and/ or Rosalinda Laroza-Avila vs BLGU of Kaligtasan, Bongabong and Bulalacao Health Center for application of special patent	Coordinated and monitored RLTA accomplishment in San Teodoro, Oriental Mindoro together with CENRO Socorro and Regional Office personnel	2 days
			T.O. No. 2021-3481	travel report	Coordination with CENRO Socorro re: RLTA project and Assistance in the inspection of Del Mundo Monkey Farm	Coordinated with CENRO Socorro and LGU San Teodoro and enumerators re: RLTA program/project	2 days	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				T.O. No.2021-4171	travel report	Assistance in the inspection of FLA by PMI and inventory of foreshore users; coordination with MENRO of Puerto Galera re: activities of Task Force Puerto Galera and distribution of ADR IEC materials	Assisted in the conduct of inspection of FLA by PMI and inventory of foreshore users; coordinated with MENRO of Puerto Galera re: activities of Task Force Puerto Galera and distributed ADR IEC materials in Puerto Galera	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)				T.O. No.2021-4147	travel report	Validation and assessment of land tenure of occupants along coastal areas in remaining coastal barangays in Puerto Galera	Conducted validation and assessment of land tenure of occupants along coastal areas in remaining coastal barangays in Puerto Galera	2 days
		✓		officer of the day	Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week	

Signature if the Employee: P. Fabellon

Date Accomplished: \_\_\_\_\_

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



Name: PETERSON F. FABELLON				Section: Regulation and Permitting Section				
Position: LMO II				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
			✓		tree cutting permit application	Review and evaluation of Tree cutting permit application	Reviewed and evaluated Tree cutting permit application forwarded by the two CENROs	30 minutes per application
			✓		wood processing application	Review and evaluation of Wood Processing application	Reviewed and evaluated Wood Processing Permit application forwarded by the two CENROs	30 minutes per application
			✓		lumber dealer permit application	Review and evaluation of Lumber Dealer Permit application	Reviewed and evaluated Lumber Dealer Permit application forwarded by the two CENROs	30 minutes per application
			✓		water permit application	Review and evaluation of Water Permit application	Reviewed and evaluated Water Permit application forwarded by the two CENROs	30 minutes per application
				T.O. No 2021-4147	travel report	Validation and assessment of land tenure of occupants along coastal areas in remaining coastal barangays in Puerto Galera	Conducted validation and assessment of land tenure of occupants along coastal areas in remaining coastal barangays in Puerto Galera	3 DAYS
				T.O. No 2021-4148	travel report	Validation and assessment of land tenure of occupants along coastal areas in remaining coastal barangays in Puerto Galera	Conducted validation and assessment of land tenure of occupants along coastal areas in remaining coastal barangays in Puerto Galera	5 DAYS
				T.O. No 2021-4426	travel report	Validation and assessment of land tenure of occupants along coastal areas in remaining coastal barangays in Puerto Galera	Conducted validation and assessment of land tenure of occupants along coastal areas in remaining coastal barangays in Puerto Galera	6 DAYS
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				T.O. No 2021-4527	travel report	Coordination with MENRO re accomplished activities of Task Force Puerto Galera	Coordinated with MENRO re accomplished activities of Task Force Puerto Galera and discussed the concern of Fishermen's cove in relation to their Foreshore Lease Contract
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								
		✓		officer of the day	Officer of the Day (Tuesday)	Acted / served as Officer of the Day every Tuesday and assisted clients on their queries	once a week	

Signature if the Employee: 

Date Accomplished: \_\_\_\_\_

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