

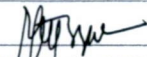

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MYLA GEMMA P. GAMBOA, of the DENR-PENRO, Division of Management Services Division/GSS 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


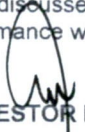

Ratee: MYLA GEMMA P. GAMBOA

Date:

Reviewed by: 	Date:	Approved by: 	Date:
MARCEL V. SUPLEO		NESTOR N. CUASAY	
Chief, Administrative and Finance Section		In-Charge, Management Services Division	

Output	Success Indicators (targets + measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administrative and Support Services							
1. Attendance to Meetings/ Workshops/Seminars	100% of attendance to Meetings/Workshops/Seminars with reports submitted to Chief MSD within 5 days after attendance.	100% of attendance to trainings with reports submitted to Chief, Management Services Division dated March 15, 2021; August 14, 2021 and October 23, 2021)		5	5	5	
2. Actions on Documents/ Requests	100% of referred documents acted upon with (simple documents).	100% (simple documents) immediately acted upon receipt.		4.5	3	3.75	
3. Field validation/inspection of Property, Plant and Equipment	1 Inventory of PPE conducted with report submitted to COA with 100% accuracy with report submitted by December 2021	2 PPE Inventory conducted with report submitted and marked received by COA dated September 7, 2021	3	4	5	4	
4. Sustained Compliance with Audit Findings	30% of prior year's audit recommendation fully implemented	33% fully implemented with report submitted to Regional Office on September 29, 2021.	3.707		3.212	3.45	

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

5. Preparation and submission of IPCR	as shown in COA CAAR Status of Implementation of Prior Year's recommendation (Part III) by the end of September 2021.						
6. Training reports/HR Intervention indorsed/forwarded to Regional office	One (1) IPCR commitment based on approved OPCR submitted to the Personnel Unit on prescribed period						
7. Report of Property Acknowledgement Receipts (PAR)	100% Training reports indorsed/HR intervention forwarded to Regional Office before the end of January 2022.	100% training reports for Human Resource Intervention submitted to Regional HRDS dated January 11, 2022.		5	4	4.5	
	4 reports on PAR submitted and furnished copy to the Regional Office.	8 reports of PAR submitted and furnished copy of which to the Regional Office dated: November 8, November 9, October 27 (2), September 30, September 6, March 2 and February 2, 2021.	5	5	3	4.33	
Total Overall Rating							
Final Average Rating			3.90	4.70	3.86	4.17	
Adjective Rating						VS	
Comments and Recommendations for Development Purposes							
Responsible in performing her duties and responsibilities.							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
 MYLA GEMMA P. GAMBOA FTII/HRD/In-Charge GSS	FEB 08 2022	I certify that I discussed my assessment of the performance with the employee  NESTOR N. CUASAY	FEB 08 2022	 MARY JUNE F. MAYPA	FEB 08 2022		
Employee		DMO IV/In-Charge, MSD		PENRO			

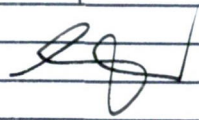
IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average

Name: MYLA GEMMA P. GAMBOA Section: Administrative Section
 Position: Forest Technician II/In-Charge, GSS/HR Division: Management 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			✓			Property, Plant and Equipment Reconciliation	reconciled PPE with the CENROs	5 days
	HR Intervention		✓			follow-up submission of Training Report	indorsed Training Reports of the CENROs to Regional Office	3 days
				2499-2021 July 14-16 2021		documentation of Post Qualification	Documentation report on the conduct of Post-Qualification submitted	3 days
			✓	Socorro Roxas		consolidation of vehicles for registration	documents for the insurance/premium application prepared	5 days
			✓			Memos indorsed to Regional Office and CENROs	Memorandum forwarded to Regional Office and CENROs	daily
			✓			prepare and submit Minutes of the BAC meetings (all BAC proceedings)	prepared and submitted BAC meetings Minutes of all BAC proceedings	5 days

Signature of the employee
 Date Accomplished



Verified by the Immediate supervisor :

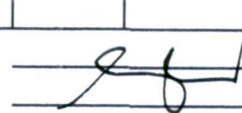

 NESTOR N. CUASAY
 DMO IV/Chief, MSD

Name: MYLA GEMMA P. GAMBOA	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management Services Division

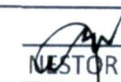
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES						prepare and submit Minutes of the BAC meetings (all BAC proceedings)	prepared and submitted BAC meetings Minutes of all BAC proceedings	5 days
			✓			Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			✓			indorsement of Trainings attended by employees	prepared 11 indorsement of the submitted Training reports of employees	5 days
			✓			Memorandum on the building repair and maintenance	Prepared report and and Indorsement on the repair and maintenance of Office Buildings	1 day
				Aug. 5-6 Aug19-20	TO # 2761-2021 TO # 2851-2021	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
				Aug26-27	TO # 2916-2021	PAR report prepared and signed and forwarded to R.O.	PAR report prepared and indorsed to Regional Office	5 days
	HR Intervention		✓			Training report consolidation	Training report of PENRO and CENROs forwarded to Regional office	1 day

Signature of the employee
Date Accomplished



Verified by the Immediate supervisor :


NESTOR N. CUASAY
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Name: MYLA GEMMA P. GAMBOA	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management 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 <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			v			Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
	HR Intervention		v			Indorsement of Trainings attended by employees	prepared 5 indorsement of the submitted Training reports of employees	5 days
			v			GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
				Sep 22-23 2021	TO #3162-2021	Indorsement of submitted Individual Learning Report	Individual Learning Report submitted to HR forwarded to Regional office	2 days
			v			BAC minutes documentation	Prepared BAC Minutes	1 day

Signature of the employee
Date Accomplished



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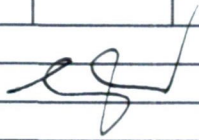

NESTOR N. CUASAY
DMO IV/Chief, MSD

Name: MYLA GEMMA P. GAMBOA	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management 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 <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			√			Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			√			indorsement of Trainings attended by employees	prepared 3 indorsement of the submitted Training reports of employees	5 days
						GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
				Oct 14-15 Oct 26-27	TO # 3214-2021 TO # 3343-2021	Property, Plant and Equipment Reconciliation	reconciled PPE with the CENROs	5 days
			√			preparation of Minutes, Post Qualification Report and Notices to end-users and observers	Prepared Minutes, Post Qualification Report and Notices to end-users and observers	5 days

Signature of the employee
Date Accomplished



Verified by the Immediate supervisor :

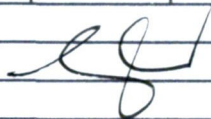

NESTOR N. CUASAY
DMO IV/Chief, MSD

Name: MYLA GEMMA P. GAMBOA	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management 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 <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			√			Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			√			indorsement of Trainings attended by employees	prepared 3 indorsement of the submitted Training reports of employees	5 days
			√			GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
				Nov 10-12	TO# 3462-2021	Coordination with CENROs re: submission of Individual Training Report	Coordinated with CENROs re: submission of individual training report.	3 days
			√			preparation of Minutes, Post Qualification Report and Notices to end-users and observers	Prepared Minutes, Post Qualification Report and Notices to end-users and observers	5 days
			√			submission of report and get supplies of Enforcement	Submitted report and deliveries of supplies for the Enforcement Unit with corresponding Inventory Custodian Slip duly signed	3 days

Signature of the employee
Date Accomplished



Verified by the Immediate supervisor :


NESTOR N. CUASAY
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Name: MYLA GEMMA P. GAMBOA	Section: Administrative Section
Position: Forest Technician II/In-Charge, GSS/HR	Division: Management Services Division

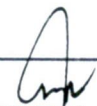
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(Indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			√			Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			√			indorsement of Trainings attended by employees	prepared 3 indorsement of the submitted Training reports of employees	5 days
			√			Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
				Dec 9-10	TO # 4439	to process documents on the disposal of unserviceable equipments of CENRO-Roxas	processed documents needed for the disposal of equipments at CENRO-Roxas	2 days
				Dec 15-17	TO # 4541	attend meeting at 2 CENROs	attended the meeting at the 2 CENROs	3 days
			√			conduct of inventory of PPE at PENR Office	Conducted inventory of PPE at PENR Office	2 days
			√			conduct of inventory of PPE at PENR Office	Conducted inventory of PPE at PENR Office	2 days

Signature of the employee
Date Accomplished



Verified by the Immediate supervisor :


NESTOR N. CUASAY
DMO IV/Chief, MSD