

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **ELEGIO C. HIO**, 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: **ELEGIO C. HIO**




Date: _____

Reviewed by:	Date:	Approved by:	Date:
<i>maria alva renelyn a. culla-umali</i>		<i>Esperanza P. Cortez</i>	
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	
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, 5 working days for simple documents and 10 working days for complex documents, upon receipt		4.0	4.0	4.0	
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)		4.5	4.0	4.25	
Natural Resources Conservation and Development Program							
Land Survey, Disposition and Records Management	100% assistance provided in the transmittal (Free Patents) of documents to the Register of Deeds (RoD) by the end of December 2021	100% assistance provided in the transmittal (Free Patents) of documents to the Register of Deeds (RoD) by the end of December 2021		4.0	4.0	4.0	
	100% assistance in the review of technical description (V-37 & Judicial Form)	100% assistance provided in the review of technical description (V-37 & Judicial Form)		4.5	4.0	4.25	
Total Overall Rating				17.0	16.0	16.5	
Final Average Rating				4.25	4.00	4.125	
ADJECTIVAL RATING			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes							

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

Comments and Recommendations for Development Purposes

Discussed with:		Assessed by:		Final Rating:	
	Date:	I certify that I discussed my assessment of performance with the employee	Date:		Date:
 ELEGIO C. HIO Forest Technician II	FEB 08 2022	 ALMA E. GIBE DMO V/Chief, Technical Services Division	FEB 08 2022	 MARY JUNE F. MAYPA PENR Officer	FEB 08 2022
<p>Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average</p>					

Name: ELEGIO C. HIO				Section: Regulation and Permitting Section				
Position: FOREST TECHNICIAN 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
A. TARGET- RELATED ACTIVITIES			√		officework	Performance of task assigned by immediate supervisor	Performed of task assigned by immediate supervisor	daily
			√		officework	Assistance in the recording of incoming and outgoing documents in RPS	Recorded incoming and outgoing documents in the Regulation and Permitting Section	daily
				T.O. No. 2021-1322	travel report	Assistance in the conduct of relocation / verification Survey of contested lands	Assisted Engr. Garcia in the conduct of verification/relocation survey of contested lot (Mingay vs Bunquin case) in Sabang, Puerto Galera	4 days
				T.O. No. 2021-2598	travel report	Attendance to orientation meeting In MinSCAT	Attended orientation meeting at MinSCAT and assisted Engr. Garcia in the conduct of survey	3 days
				T.O. No. 2021-2418	travel report	Inspection of seedlings for NGP projects	Conducted inspection/evaluation of seedlings intended for NGP Project	3 days
			√		V-37	Review of technical description (V-37) in Judicial Form and other accomplishment	Reviewed and checked technical description (V-37) in Judicial Form and other accomplishment	30mins/lot
	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: _____

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

Name: ELEGIO C. HIO	Section: Regulation and Permitting Section
Position: FOREST TECHNICIAN II	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			√		officework	Performance of task assigned by immediate supervisor	Performed of task assigned by immediate supervisor	daily
			√		officework	Assistance in the recording of incoming and outgoing documents in RPS	Recorded incoming and outgoing documents in the Regulation and Permitting Section	daily
				T.O. No. 2021-2853	travel report	Attendance to meeting re: rehabilitation and protection of prime eco-tourism destination (Puerto Galera)	Attended to orientation meeting re: rehabilitation and protection of prime eco-tourism destination (Puerto Galera)	3 days
				T.O. No. 2021-2863	travel report	Attendance to TASK FORCE PUERTO GALERA meeting	Attended meeting of TASK FORCE PUERTO GALERA for the rehabilitaion and protection of prime eco-tourism destination (Puerto Galera)	3 days
			√		V-37	Review of technical description (V-37) in Judicial Form and other accomplishment	Reviewed and checked technical description (V-37) in Judicial Form and other accomplishment	30mins/lot
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 if the Employee: 

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

Date Accomplished: _____

Name: ELEGIO C. HIO				Section: Regulation and Permitting Section				
Position: FOREST TECHNICIAN II				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			√		officework	Performance of task assigned by immediate supervisor	Performed of task assigned by immediate supervisor	daily
			√		officework	Assistance in the recording of incoming and outgoing documents in RPS	Recorded incoming and outgoing documents in the Regulation and Permitting Section	daily
				T.O. No. 2021-2939	travel report	Participation in the clean-up drive in some barangays of Puerto Galera	Participated in the clean-up drive in some barangays of Puerto Galera / Conveyed DENR PENRO Personnel using office vehicle	3 days
				T.O. No. 2021-3042	travel report	IEC Meeting in Puerto Galera (Task Force Puerto Galera)	Assisted in the conduct of Clea-up and IEC in some Barangays of Puerto Galera	3 days
				T.O. No. 2021-3058	travel report	Clean-up drive in Barangay San Isidro, Puerto Galera	Participated in the clean-up drive in San Isidro, Puerto Galera	3 days
				T.O. No. 2021-3066	travel report	Clean-up drive in Barangay Sinandigan, Dulangan and Villaflor, Puerto Galera	Participated in the conduct of clean-up drive in Barangay Sinandigan, Dulangan and Villaflor, Puerto Galera	3 days
			√		V-37	Review of technical description (V-37) in Judicial Form and other accomplishment	Reviewed and checked technical description (V-37) in Judicial Form and other accomplishment	30mins/lot
	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 if the Employee: 
Date Accomplished: 

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

Name: ELEGIO C. HIO Position: FOREST TECHNICIAN II	Section: Regulation and Permitting Section Division: Technical Services Division
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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			√		officework	Performance of task assigned by immediate supervisor	Performed of task assigned by immediate supervisor	daily
			√		officework	Assistance in the recording of incoming and outgoing documents in RPS	Recorded incoming and outgoing documents in the Regulation and Permitting Section	daily
				T.O. No. 2021-3206	travel report	Convey DENR Personnel	Convey DENR Personnel in the conduct of fieldworks in Puerto Galera	2 days
				T.O. No. 2021-3313	travel report	Public Land Subdivision Survey (PLS)	Assisted Engr. Garcia in the conduct of Public Land Subdivision (PLS) survey in Estrella, Naujan	3 days
				T.O. No. 2021-3336	travel report	Public Land Subdivision Survey (PLS)	Assisted Engr. Garcia in the conduct of Public Land Subdivision (PLS) survey in Estrella, Naujan	5 days
				T.O. No. 2021-3345	travel report	E-NGP inspection	Conducted inspection/validation of Bamboo plantation establishment of 29 hectares of 4 family contractors in CENRO ROXAS	4days
			√		V-37	Review of technical description (V-37) in Judicial Form and other accomplishment	Reviewed and checked technical description (V-37) in Judicial Form and other accomplishment	30mins/lot
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: _____

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

Name: ELEGIO C. HIO				Section: Regulation and Permitting Section				
Position: FOREST TECHNICIAN II				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			√		officework	Performance of task assigned by immediate supervisor	Performed of task assigned by immediate supervisor	daily
			√		officework	Assistance in the recording of incoming and outgoing documents in RPS	Recorded incoming and outgoing documents in the Regulation and Permitting Section	daily
				T.O. No. 2021-3466	travel report	Performance evaluation of the Physical accomplishment of NGP areas in CENRO Roxas	Conducted performance evaluation of the Physical accomplishment of NGP areas in CENRO Roxas	3 days
				T.O. No. 2021-3468	travel report	Performance evaluation of the Physical accomplishment of NGP areas in CENRO Roxas	Conducted performance evaluation of the Physical accomplishment of NGP areas in CENRO Roxas	4 days
				T.O. No. 2021-_____	travel report	Performance evaluation of the Physical accomplishment of NGP areas in CENRO Roxas	Conducted performance evaluation of the Physical accomplishment of NGP areas in CENRO Roxas	4 days
				T.O. No. 2021-3345	travel report	E-NGP inspection	Conducted inspection/validation of Bamboo plantation establishment of 29 hectares of 4 family contractors in CENRO ROXAS	4days
	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)		√		office works	attendance to queries of walk-in clients	Attended to queries of walk-in clients	as need arises	

Signature if the Employee: 
Date Accomplished: _____

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

Name: ELEGIO C. HIO				Section: Regulation and Permitting Section				
Position: FOREST TECHNICIAN II				Division: Technical Services Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: DECMEBER 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			√		officework	Performance of task assigned by immediate supervisor	Performed of task assigned by immediate supervisor	daily
			√		officework	Assistance in the recording of incoming and outgoing documents in RPS	Recorded incoming and outgoing documents in the Regulation and Permitting Section	daily
				T.O. No. 2021-4425	travel report	Assessment / validation of land tenure of occupants along coastal areas in the remaining coastal barangays of Puerto Galera	Conducted assessment / validation of land tenure of occupants along coastal areas in the remaining coastal barangays of Puerto Galera	3 days
				T.O. No. 2021-4425A	travel report	Assessment / validation of land tenure of occupants along coastal areas in the remaining coastal barangays of Puerto Galera	Conducted assessment / validation of land tenure of occupants along coastal areas in the remaining coastal barangays of Puerto Galera	5 days
				T.O. No. 2021-4425A	travel report	Assessment / validation of land tenure of occupants along coastal areas in the remaining coastal barangays of Puerto Galera	Conducted assessment / validation of land tenure of occupants along coastal areas in the remaining coastal barangays of Puerto Galera	5 days
			√		V-37	Review of technical description (V-37) in Judicial Form and other accomplishment	Reviewed and checked technical description (V-37) in Judicial Form and other accomplishment	30mins/lot
	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)			√		office works	attendance to queries of walk-in clients	Attended to queries of walk-in clients	as need arises

Signature of the Employee: 

Date Accomplished: _____

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