



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Cedrick M. Masongsong, of DENR PENRO Calapan City, Oriental Mindoro, Division of Administrative Section to 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.


CEDRICK M. MASONGSONG
Ratee




Date: **April 23, 2021**

Reviewed by:	Date	Approved by:	Date
 BUENA P. FLORIDA Immediate Supervisor	April 23, 2021	 NESTOR N. CUASAY In-charge, Mgt. Services Division	April 23, 2021

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Implementation of Good Governance conditions	One (1) Statement of Assets, Liabilities and Networth (SALN) prepared and submitted to In-charge, Administrative Section on February 28, 2021						Rated on 1st semester
	100% of SALN of CENRO Socorro personnel reviewed and submitted to In-charge, Management Services Division						Rated on 1st semester
	100% Notice of Salary Adjustment (NOSA) of all personnel prepared and submitted to In-charge, Administrative Section on prescribed period						Rated on 1st semester
	100% Notice of Step Increment (NOSI) prepared and submitted to In-charge, Administrative Section on prescribed period	100% Notice of Step Increment (NOSI) prepared and submitted to In-charge, Administrative Section on prescribed period		5.00	3.00	4.000	
	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Section on prescribed period						Rated on 1st semester
	100% of IPCRs (Commitment) of CENRO Socorro personnel reviewed and submitted to In-charge, Management Services Division on prescribed period						Rated on 1st semester
Actions on Documents/ Requests	100% of referred documents acted upon with partial/minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt	100% of referred documents acted upon with one (1) minor revision 5 working days upon receipt (for simple documents)		4.50	4.00	4.250	
Total Overall Rating			0.000	9.500	7.000	8.250	
Final Average Rating			0.000	4.750	3.500	4.125	
Adjectival Rating			VERY SATISFACTORY				

Comments and Recommendations for Development Purposes

Hard working and efficient to his job. Highly recommended for promotion

Discussed with:	Date	Assessed by:	Date	Final Rating:	Date
 CEDRICK M. MASONGSONG Administrative Aide VI	February 2, 2022	I certify that I discussed my assessment of the performance with the employee.  NESTOR N. CUASAY In-charge, Mgt. Services Division	February 7, 2022	 MARY JUNE F. MAYPA PENR Officer	February 7, 2022

Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 2021								
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
A. TARGET- RELATED ACTIVITIES		✓	✓		NOSI	Preparation and submission of Notice of Step Increment of some personnel to the HRMO II	Prepared and submitted 2 Notice of Step Increment of some personnel to the HRMO II for review and initial	20 minutes
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
				Travel Order No. 2021-2567 (July 22-23, 2021)	Coordination	To assist in the coordination with the lot owner for possible patentable residential lots under the KRA's of CENRO-Roxas. Assist in the coordination with the LGU of Bulalacao and Pola regarding prior and current year's audit observations. To coordinate with CENRO Administrative Officer regarding the submission of the Individual Performance Commitment and Review (IPCR) for January to June 2021.	Assisted in the coordination with the lot owner for possible patentable residential lots under the KRA's of CENRO-Roxas. Assisted in the coordination with the LGU of Bulalacao and Pola regarding prior and current year's audit observations. Coordinated with CENRO Administrative Officer regarding the submission of the Individual Performance Commitment and Review (IPCR) for January to June 2021.	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Candidate Evaluation Sheets and other pertinent documents	Finalize the Candidate Evaluation Sheet and prepare other pertinent documents such as application letters, PDSs, Performance Rating, TOR, Diploma and other submitted documents for the pre-screening of applications on July 13-14, 2021.	Scanned and finalized all documents needed for the pre-screening of applications with ARD Vicente B. Tuddao, Jr., Vice-Chair, Human Resource Merit Selection and Promotion Board.	3 days
					Meeting	Pre-screening of all applications on July 13-14, 2021	Acted as HRMPSB Secretariat on the pre-screening of applications by assisting the Board by all means.	2 days
					Meeting	Review of the results of the pre-screening of applications held on July 13-14, 2021	Assisted in the conduct of meeting with the Provincial Human Resource Merit Selection and Promotion Board (PHRMPSB) and Secretariat regarding the results of the conducted pre-screening of applications.	3 days
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour

	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)	
			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee:  **CEDRICK M. MASONGSONG**

Date Accomplished: **August 2, 2021**

Verified by the Immediate Supervisor:


BUENA P. FLORIDA
Administrative Officer IV (HRMO II)

Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021								
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
A. TARGET- RELATED ACTIVITIES		✓	✓		NOSI	Preparation and submission of Notice of Step Increment of some personnel to the HRMO II	Prepared and submitted 19 Notice of Step Increment of some personnel to the HRMO II for review and initial	2 hours
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Training/Seminar	Webinar on R.A Government Procurement Reform Act and its 2016 Revised IRR and Updates on Latest GPPB Issuances	Participated in the conduct of Webinar on R.A Government Procurement Reform Act and its 2016 Revised IRR and Updates on Latest GPPB Issuances on August 11-13, 2021 via zoom as per RSO No. 366 series of 2021	3 days
	✓		✓		Individual IPCR	Preparation and submission of Individual Performance and Commitment Review (Rated) for January to June 2021	Submitted my accomplished IPCR for January to June 2021 together with monthly journal to the HRMO II on August for review and signature	1 day
			✓		IPCR of CENRO Socorro	Review of Individual Performance and Commitment Review (Rated) for January to June 2021 of CENRO Socorro personnel	Reviewed the Individual Performance and Commitment Review (Rated) for January to June 2021 of CENRO Socorro personnel to In-charge, MSD for signature	2 days
			✓		IPCR	Scanning of the IPCR of all personnel for January to June 2021	Scanned the IPCR of all personnel of the province and submitted to Regional Office on August 28, 2021	3 days
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour

	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/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		
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee:  **CEDRICK M. MASONGSONG**

Date Accomplished: September 1, 2021

Verified by the Immediate Supervisor:

 **BUENA P. FLORIDA**

Administrative Officer IV (HRMO II)

Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: September 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
		✓	✓		NOSI	Preparation and submission of Notice of Step Increment of some personnel to the HRMO II	Prepared and submitted 7 Notice of Step Increment of some personnel to the HRMO II for review and initial	40 mins
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-3043 (September 15-16, 2021)	Coordination and Meeting	To coordinate with CENRO Administrative Officers regarding personnel matters and to bring official documents.	Coordinated with CENRO Administrative Officers regarding personnel matters and transmitted official documents to CENRO Roxas.	2 days
			✓		Sectariat Support Services	Preparation of all needed materials, venue and others for the scheduled Examination for the applicants in September 6, 2021	Assisted the PHRMPSB Secretariat by preparing all needed materials, venue and others for the scheduled Examination for the applicants in September 6, 2021	1 day
			✓		Examination/ Job Knowledge Test	Provide assistance to the on-going Job Knowledge Test/Examination of the applicants.	Assisted in the printing of questionnaires 2 hours before the schedule of each exam. Assisted the examiners during examination. Scanned the Answer Sheets of every examiner and sent to the Regional HRMPSB.	1 day
			✓		Training/ Seminar	Three-day Cluster Training on Online Land Administration and Management System - Public Land Application (LAMS-PLA)	Participated in the conduct of Three-day Cluster Training on Online Land Administration and Management System - Public Land Application (LAMS-PLA) on September 8-10, 2021	3 days
			✓		Service Record	Preparation of Service Record requested by internal and external clients.	Prepared Service Record and submitted to the In-charge, MSD or HRMO II for signature.	5 mins/ 20 mins (with revisions)
			✓		Certificate of Employment	Preparation of Certification of Employment requested by internal and external clients.	Prepared Certificate of Employment and submitted to the In-charge, MSD or HRMO II for signature.	5 mins per COE
			✓		Contracts	Preparation of transmittal of Contract of Service to the Commission on Audit	Prepared transmittal of Contract of Service and submitted to COA	30 mins

	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/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		
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee:  **CEDRICK M. MASONGSONG**

Date Accomplished: **October 1, 2021**

Verified by the Immediate Supervisor:

 **BUENA P. FLORIDA**

Administrative Officer IV (HRMO II)

Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: October 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)		Subject/ Activity/ Event		
		✓	✓		NOSI	Preparation and submission of Notice of Step Increment of some personnel to the HRMO II	Prepared and submitted 25 Notice of Step Increment of some personnel to the HRMO II for review and initial	2 hours
			✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.	~20 to 30 mins per simple document
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-3201 (October 7-8, 2021)	Coordination	To coordinate with CENRO Administrative Officers regarding the submission of partial list of personnel who wants to monetize leave credits and other admin/personnel matters. To bring official documents.	Coordinated with CENRO Administrative Officers regarding the submission of partial list of personnel who wants to monetize leave credits and other admin/personnel matters. And transmitted official documents.	2 days
				Travel Order No. 2021-3187 (October 14-15, 2021)	Coordination	To coordinate with the LGU re: 30% prior years and the 50% current years AOM on NGP project and to coordinate with two CENROs Administrative Officers re: administrative matters.	Coordinated with the LGU re: 30% prior years and the 50% current years AOM on NGP project and with two CENROs Administrative Officers re: administrative matters.	2 days
			✓		Notice of Interview	Preparation of Notice of Interview for the applicants and members of the PHRMPSB	Prepared Notice of Interview and submitted to In-charge, MSD for initial. Informed the applicants and the members of the PHRMPSB about the scheduled Interview on October 4-5, 2021.	1 day
			✓		Interview of Applicants for below SG-15 vacant positions	Provide assistance to the on-going Interview of applicants.	Assisted the PHRMPSB in the conduct of interview of applicants on October 4-5, 2021 for below SG-15 vacant positions in the province. Prepared attendance sheets for interviewers and interviewees. Collected all the Interview Sheets submitted by the interviewers.	2 days
			✓		Comprehensive Evaluation Results of below SG-15 vacant positions	Preparation of Comprehensive Evaluation Results of below SG-15 vacant positions	Prepared CER and submitted to Head, PHRMPSB Secretariat for review and signature	5 days
			✓		Draft of HRMPSB Resolutions	Drafting all resolutions relevant to below SG-15 vacant positions	Prepared all necessary resolutions for the vacant positions with below SG-15	3 days

	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. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Deliberation	Assist in the conduct of deliberation of results for below SG-15 vacant positions	Assisted in the conduct of deliberation of results for below SG-15 vacant positions and submitted the results to Regional Office	2 days
			✓		Service Record	Preparation of Service Record requested by internal and external clients.	Prepared Service Record and submitted to the In-charge, MSD or HRMO II for signature.	5 mins/ 20 mins (with revisions)
			✓		Certificate of Employment	Preparation of Certification of Employment requested by internal and external clients.	Prepared Certificate of Employment and submitted to the In-charge, MSD or HRMO II for signature.	5 mins per COE
			✓		Contracts	Preparation of transmittal of Contract of Service to the Commission on Audit	Prepared transmittal of Contract of Service and submitted to COA	30 mins
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competetive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee: CEDRICK M. MASONGSONG
Date Accomplished: November 2, 2021

Verified by the Immediate Supervisor:

BUENA P. FLORIDA
Administrative Officer IV (HRMO II)

Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: November 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/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		
				✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-3321 (November 3-6, 2021)	Results of Deliberation	To submit results of deliberation for the vacant positions in Oriental Mindoro	Submitted the results of deliberation to Regional Office. Coordinated with the Regional HRMPSB Secretariat regarding some matters relevant to the filling up of vacant positions in Oriental Mindoro and some personnel matters such as Terminal Leave of retirees, etc. Assisted in the conduct of meeting with RHRMPSB Vice Chair, Vicente B. Tuddao, Jr.	3 days
				Travel Order No. 2021-3970 (November 10-12, 2021)	Client Satisfactory Survey Form/ Coordination and Meeting	To collate Client Satisfactory Survey Form of internal clients for encoding. To coordinate with CENRO Administrative Officer regarding the submission of Data on Designation. To conduct meeting with the CENRO Administrative Officer regarding personnel/admin matters. To transmit official documents.	Collated Client Satisfactory Survey Form of internal clients for encoding. Coordinated with CENRO Administrative Officer regarding the submission of Data on Designation. Conducted a meeting with the CENRO Administrative Officer regarding personnel/admin matters. And transmitted official documents.	3 days
				Travel Order No. 2021-4025 (November 24-26, 2021)	Meeting	To conduct meeting with CENRO personnel regarding GSIS and Pag-ibig updates. To conduct meeting with the CENRO Administrative Officer regarding other personnel/admin matters. And to transmit official documents.	Conducted meeting with CENRO personnel regarding GSIS and Pag-ibig updates. Conducted meeting with the CENRO Administrative Officer regarding other personnel/admin matters. And transmitted official documents.	3 days
			✓		Notice of Interview	Preparation of Notice of Interview for the applicants and members of the PHRMPSB	Prepared Notice of Interview and submitted to In-charge, MSD for initial. Informed the applicants and the members of the PHRMPSB about the scheduled Interview of applicants for SG-15 and above on November 2, 2021.	1 day
			✓		Interview of Applicants for SG-15 and above vacant positions	Provide assistance to the on-going Interview of applicants.	Assisted the PHRMPSB in the conduct of interview of applicants on November 2, 2021 for SG-15 and above vacant positions in the province. Prepared attendance sheets for interviewers and interviewees. Collected all the Interview Sheets submitted by the interviewers.	2 days
			✓		Comprehensive Evaluation Results of SG-15 and above vacant positions	Preparation of Comprehensive Evaluation Results of SG-15 and above vacant positions	Prepared CER and submitted to Head, PHRMPSB Secretariat for review and signature	3 days
			✓		Draft of HRMPSB Resolutions	Drafting all resolutions relevant to SG-15 and above vacant positions	Prepared all necessary resolutions for the vacant positions with SG-15 and above	3 days

	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)	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Deliberation	Assist in the conduct of deliberation of results for SG-15 and above vacant positions	Assisted in the conduct of deliberation of results for SG-15 and above vacant positions and submitted the results to Regional Office	1 day
			✓		Modified List of Applicants	Preparation of Modified List of Applicants	Prepared Modified List of Applicants of all vacant positions and submitted to PHRMPSB Head Secretariat for review and signature	2 days
			✓		Service Record	Preparation of Service Record requested by internal and external clients.	Prepared Service Record and submitted to the In-charge, MSD or HRMO II for signature.	5 mins/ 20 mins (with revisions)
			✓		Certificate of Employment	Preparation of Certification of Employment requested by internal and external clients.	Prepared Certificate of Employment and submitted to the In-charge, MSD or HRMO II for signature.	5 mins per COE
			✓		Contracts	Preparation of transmittal of Contract of Service to the Commission on Audit	Prepared transmittal of Contract of Service and submitted to COA	30 mins
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			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee: CEDRICK M. MASONGSONG

Date Accomplished: December 1, 2021

Verified by the Immediate Supervisor:

BUENA P. FLORIDA
Administrative Officer IV (HRMO II)

Name: CEDRICK M. MASONGSONG					Section: Administrative Section/ Personnel Unit			
Position: Administrative Aide VI					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/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		
				✓		Memo, Special Orders, Requests, and Communications	Preparation of memorandum and special orders. Action to different communications.	Prepared/encoded memorandum and special orders as instructed by the immediate supervisor and requests of internal and external clients.
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				Travel Order No. 2021-4125 (December 12-18, 2021)	Oath-taking Ceremonies and Orientation	To assist in the conduct of Oath-taking Ceremonies and Orientation of Newly Appointed and Promoted personnel of PENRO Oriental Mindoro on December 13-14, 2021 in Manila as per Regional Special Order No. 454 series of 2021. To assist in the screening of requirements submitted by the newly appointed and promoted personnel.	Assisted in the conduct of Oath-taking Ceremonies and Orientation of Newly Appointed and Promoted personnel of PENRO Oriental Mindoro on December 13-14, 2021 in Manila as per Regional Special Order No. 454 series of 2021. Assisted the Regional HRMPSB in the screening of requirements submitted by the newly appointed and promoted personnel.	7 days
					Year-End Assessment	Attendance to the conduct of Year-End Assessment	Attended to the conduct of Year-End Assessment	1 day
			✓		Requirements for appointments	Collect all necessary requirements of the appointees	Collected all requirements of the appointees and promoted employees to be submitted to Regional Office	3 days
			✓		Service Record	Preparation of Service Record requested by internal and external clients.	Prepared Service Record and submitted to the In-charge, MSD or HRMO II for signature.	5 mins/ 20 mins (with revisions)
			✓		Certificate of Employment	Preparation of Certification of Employment requested by internal and external clients.	Prepared Certificate of Employment and submitted to the In-charge, MSD or HRMO II for signature.	5 mins per COE
			✓		Contracts	Preparation of transmittal of Contract of Service to the Commission on Audit	Prepared transmittal of Contract of Service and submitted to COA	30 mins
			✓		Email	Any email receive for action and/or for information	Regular monitoring of email for the tracking of any documents that need action or for information purposes only	daily monitoring
			✓		DTR	Submission of Daily Time Record	Submitted DTR for the previous month with attached Travel Order/s (If any) and approved application for leave (if any)	1 hour

	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/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		
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		BAC Meetings	Attendance to all Procurement Activities	Attended and participated in the conduct of different procurement activities (Opening of Quotations, Prebid Conference, Opening of Bids, Bid Evaluation, scheduled and special meetings and others) and took pictures for photodocumentation.	1 hour to 4 hours per meeting
			✓		Invitation to BAC members, TWG and Secretariat (to 3 observers for public bidding)	Preparation of invitation/ reminders to BAC Members, TWG, Secretariat and end-user to attend the Procurement Activities	Prepared and forwarded the invitation/reminders to BAC Members, TWG, Secretariat and end-user to attend the scheduled Procurement Activities (3 Observers - if the mode of procurement is Competitive Public Bidding)	15 mins per invitation
			✓		BAC Resolutions and Contracts	Numbering of BAC Resolutions and Contracts	Numbered all BAC Resolutions and Contracts and forwarded to my Co-member, BAC Secretariat.	5 mins per document
			✓		Photodocumentation	Preparation and submission of photodocumentation of all meetings conducted by the BAC	Prepared photodocumentation of the conducted meeting and forwarded to the minutes preparer.	1 hour per photodocs

Signature of the Employee:  **CEDRICK M. MASONGSONG**

Date Accomplished: **December 29, 2021**

Verified by the Immediate Supervisor:

 **BUENA P. FLORIDA**
Administrative Officer IV (HRMO II)