B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MA.KRISTINE ROJAS-TOLENTINO, of the DENR-PENRO, Oriental Mindoro, under the Management Services Division 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 – DECEMBER 2021.

MA.KRISTINE ROJAS-TOLENTINO
Ratee

Date:

Reviewed by:	Date	Approved by:	Date
MARICEL V. SUPLEO Chief, Admin and Finance Section		NESTOR N. CUASAY	
Immediate Supervisor		Immediate Supervisor	

Output	Success Indicators (targets+measures)	Actual Accomplishments		Rating			Remarks
			Q1	E2	Т3	A4	
General Administration and Support Services	100% Preparation of RIS upon delivery and issuance of Procured Supplies	100% RIS prepared upon delivery and issuance of supplies		5.000	3.000	4.000	
	100% Preparation and maintain Stock Card for Supplies inventory	100% Stock card prepared/maintained & updated		5.000	3.000	4.000	
	100%Preparation and maintain Supplies Ledger Card for Supplies inventory	100% Supplies Ledger Card prepared and maintained		5.000	3.000	4.000	
Implementation of Good Governance	100% submitted of SALN to DENR Personnel Unit before Feb. 28, 2021						Rated on 1 st Semester

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

MA.KRISTINE ROJAS -TOLENTINO Forest Ranger Employee		NESTOR N. CUAS In-Charge Management Ser Supervisor			MARY	JUNE F PENRO ead of O			
1 . 1		I certify that I discussed my as performance with the e				.,			
Discussed with	Date	Assessed by:		Date	Final I	Rating by	/ :	Date	
Comments and Recommendations for Development Purposes: Hard working and knows what she is doing. Reeds more trainings on procure out process									
Adjective Rating							V	S	
Final Average Rating						5.000	3.714	4.357	
Total Overall Rating						35.000	26.000	30.500	
Preparation and Submission of IPCR	approved	CR commitment based on the OPCR submitted to the Unit on prescribed period							Rated on 1 st Semester
	100%BAC upon recei	documents receive and file pt	100%BAC docu		d	5.000	3.000	4.000	
	100% IAR upon recei	number and issue 10mins	100% IAR numb	ered and issue	ed	5.000	5.000	5.000	
	100% RF0 upon recei	Q number and issue 10mins pt	100% RFQ issued upon rec	numbered ar eipt	nd	5.000	5.000	5.000	
		Request / Purchase Request, Order, receive/record 3mins pt	100% Job Req Request, Pur received/records	chase Orde	er,	5.000	4.000	4.500	

Name Ma Kaiatina Daina Tal	ti					Section: Office of the PENRO				
Name: Ma. Kristine Rojas - Tole Position: Forest Ranger/Procu		off				Division: Management Services Division				
Position. Forest Ranger/Frocu	Telliellt 30	all				Division. Management Services Division				
					MONTHLY ACCOMPLIS	SHMENT MONITORING FORM for: July 2021				
	Ty	ype		Nature		Details of the Ad	ctivity			
	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		
			V		Stock Card	Prepare and maintain Stockcard for supples inventory	Stock card_prepared/maintained and updated	daily		
A. TARGET- RELATED			1		Stock Card	Prepare and maintain Stockcard for supples inventory	Stock card prepared/maintained and updated	daily		
ACTIVITIES			٧		Order,RFQ number,	Received and recorded Job Request/Purchase request, Purchase Order,RFQ number, IAR number	Received and recorded Job Request/Purchase request, Purchase Order,RFQ number, IAR number	daily		
			V		Supplies Ledger Card	Prepare and maintain Supply ledger for supplies inventory	Supplies Ledger Card prepared/maintained and updated	daily		
B. MISCELLANEOUS ACTIVITIES (other										
activities related to the Division of outside of the targets)										
			√		Procurement	Opening of Quotation	Attended of Opening of Quotation	12 hours		
C. OTHER FUNCTIONS AND DU (other activities not related to the			V		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly		
but other designations, functions concurrent capacities)	and		4		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly		

Signature of the Employee:	real for
Date Accomplished:	2-742

Verified by the Immediate Supervisor: MARIA FRAIDA D. DINGLASAN Supply Officer

Name: Ma. Kristine Rojas - Tolentino	Section: Office of the PENRO
Position: Forest Ranger/Procurement Staff	Division: Management Services Division

Γ		ype		Nature		Details of the A	ctivity	
	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 Consume
v. TARGET- RELATED			V		Job Request, Purchase Order,Purchase Request, RFQ, IAR	Receive /Record/Number documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	Received /Recorded/Numbered documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	daily
CTIVITIES			V		Stock Card	Prepare/Update of Stock Card	Prepared/Updated and maintained of Stock Card	daily
			1		Supplies Ledger Card	Prepare/Update/Maintain of Supplies Ledger Card	Prepared/Updated/Maintained of Supplies Ledger	daily
				TO # 2021- 2759	Travel Order Aug. 5-6, 2021	To coordinate with the property custodian of CENRO Roxas: regarding gathering data for the Procurement Monitoring Report (PMR) and to follow up RIS, ICS of supplies	Coordinated with the property custodian of CENRO Roxas: regarding gathering data for the Procurement Monitoring Report (PMR) and to follow up RIS, ICS of supplies	2 days
				TO # 2021- 2919	Travel Order Aug. 26-27, 2021	To assist in the consolidation of Indicative App-CSE FY 2022 of DENR Oriental Mindoro	Assisted in the consolidation of Indicative App-CSE FY 2022 of DENR Oriental Mindoro	2 days
B. MISCELLANEOUS ACTIVITIES activities related to the Division or autside of the targets)	,		V		Traning Seminar	Webinar on R.A. 9184: Government Procurement Reform Act and Its 2016 Revised IRR and Updates on Latest GPPB Issuances	Attended on the Webinar on R.A. 9184: Government Procurement Reform Act and Its 2016 Revised IRR and Updates on Latest GPPB Issuances	3 days
			1		Procurement	Opening of Quotation /meetings	Attended of Opening of Quotation	4 hours
c. OTHER FUNCTIONS AND DUT other activities not related to the D			1		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly
but other designations, functions and concurrent capacities)	nd		. 1		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly

Signature of the Employee:	frent for	
Date Accomplished:	12-9-21	

Name: Ma. Kristine Rojas - Tolentino	Section: Office of the PENRO
Position: Forest Ranger/Procurement Staff	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: SEPTEMBER 2021

				MC	NTHLY ACCOMPLISHM	IENT MONITORING FORM for: SEPTEMBER 2021		
	T	ype		Nature		Details of the A	ctivity	
	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			V		Job Request, Purchase Order,Purchase Request, RFQ, IAR	Receive /Record/Number documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	Received /Recorded/Numbered documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	daily
ACTIVITIES			√		Stock Card	Prepare/Update of Stock Card	Prepared/Updated and maintained of Stock Card	daily
			1		Supplies Ledger Card	Prepare/Update/Maintain of Supplies Ledger Card	Prepared/Updated/Maintained of Supplies Ledger Card	daily
				TO # 2021- 2929	Travel Order Sept. 8-10, 2021	To assist in the consolidation of Indicative App Non- CSE Fy 2022 of DENR Oriental Mindoro and To assist in garthering of data for the Procurement Monitoring Report (PMR)	Assisted in the consolidation of Indicative App Non- CSE Fy 2022 of DENR Oriental Mindoro and Assisted in garthering of data for the Procurement Monitoring Report (PMR)	3 days
B. MISCELLANEOUS ACTIVITIES	,			TO # 2021- 3177	Travel Order Sept. 29-30, 2021	To assist in gathering of data for the Consolidation/Preparation of Indicative App-Non CSE FY 2022 of DENR Or Mindoro	Assisted in gathering of data for the Consolidation/Preparation of Indicative App-Non CSE FY 2022 of DENR Or Mindoro	2 days
activities related to the Division or outside of the targets)	Office							
			,					
			V		Procurement	Opening of Quotation	Attended of Opening of Quotation	5 hours
C. OTHER FUNCTIONS AND DU (other activities not related to the			√		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly
but other designations, functions a concurrent capacities)	and		V		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly
						- 1 '	0	

Signature of the Employee:	frent of				
Date Accomplished:	2-7-22				

Verified by the Immediate Supervisor: MARIA FERAIDA D. DINGLASAN

Supply Officer

Name: Ma. Kristine Rojas - Tolentino	Section: Office of the PENRO
Position: Forest Ranger/Procurement Staff	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: OCTOBER 2021

			,	M	ONTHLY ACCOMPLISH	MENT MONITORING FORM for: OCTOBER 2021			
	Туре				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			1		Job Request, Purchase Order,Purchase Request, RFQ, IAR	Receive /Record/Number documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	Received /Recorded/Numbered documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	daily	
			1		Stock Card	Prepare/Update of Stock Card from	Prepared/Updated and maintained of Stock Card	daily	
			1		Supplies Ledger Card	Prepare/Update/Maintain of Supplies Ledger Card	Prepared/Updated/Maintained of Supplies Ledger Card	daily	
				TO # 2021- 3319	Travel Order Oct. 20-21, 2021	To assist in gathering of data for the Procurement Monitoring Report (PMR) Second Semester 2021 and to assist in gathering of data for Consolidation of Updated/ Supplemental of Annual Procurement Plan 2021 of DENR Oriental Mindoro	Assisted in gathering of data for the Procurement Monitoring Report (PMR) Second Semester 2021 and Assisted in gathering of data for Consolidation of Updated/ Supplemental of Annual Procurement Plan 2021 of DENR Oriental Mindoro	2 days	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office				TO # 2229- 20	Travel Order Oct. 22-23, 2021	Assisted in distribution of common office supplies procured from Hiram's Supply Wholesaling and update supplies inventory at CENRO-Roxas and CENRO Socorro	Assisted in distribution of common office supplies procured from Hiram's Supply Wholesaling and update supplies inventory at CENRO-Roxas and CENRO Socorro	2 days	
outside of the targets)									
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Procurement	Opening of Quotation	Attended of Opening of Quotation	5 hours	
			V		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly	
			1		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly	
					01:0				

Signature of the Employee:	polist for			
Date Accomplished:	12-7/1			

Verified by the Immediate Supervisor: MAPIA FERAIDA D. DINGLASAN

Name: Ma. Kristine Rojas - Tolentino	Section: Office of the PENRO
Position: Forest Ranger/Procurement Staff	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: NOVEMBER 2021

Ty				TOTAL TOTAL COMPLISHMENT MONITORING FORM for: NOVEMBER 2021				
Туре		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	
		٧		Job Request, Purchase Order,Purchase Request, RFQ, IAR	Receive /Record/Number documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	Received /Recorded/Numbered documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	daily	
		V		Stock Card	Prepare/Update of Stock Card from	Prepared/Updated and maintained of Stock Card	daily	
		1		Supplies Ledger Card	Prepare/Update/Maintain of Supplies Ledger Card	Prepared/Updated/Maintained of Supplies Ledger Card	daily	
			TO # 2021- 3961	Travel Order Nov.10-12, 2021	To assist in gathering of data for Consolidation of Updates /Supplemental of Annual Procurment Plan 2021 of DENR Oriental Mindoro	Assistedt in gathering of data for Consolidation of Updates /Supplemental of Annual Procurment Plan 2021 of DENR Oriental Mindoro	3 days	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			TO # 2690- 20	Travel Order Nov.17-18, 2021	To assist in the consolidate of Indicative App-CSE FY 2021 of DENR Oriental Mindoro	Assisted in the consolidate of Indicative App-CSE FY 2021 of DENR Oriental Mindoro	2 days	
			TO # 2690- 20	Travel Order Nov.17-18, 2021	supplies and semi expandable Annual Procurement		2 days	
		V		Procurement	Opening of Quotation	Attended of Opening of Quotation	8 hours	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		V		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly	
		V		Frontline Service	Lilents request	, , ,	Weekly	
((C)	Tother ffice	PBB regular targets based on WFP	PBB regular targets based on WFP Office Work WFP	PBB regular targets based on WFP V V	PBB regular targets based on WFP Vork PFP Vork (indicate TO #) Vork (indicate TO #) Job Request, Purchase Request, RFQ, IAR Vortable Stock Card To # 2021- 3961 To # 2690- 20 Travel Order Nov.10-12, 2021 To # 2690- 20 Travel Order Nov.17-18, 2021 To # 2690- 20 Travel Order Nov.17-18, 2021 To # 2690- 20 Travel Order Nov.17-18, 2021 To # 2690- 20 Procurement ES vision of the Procurement BAC Documents	PBB elated based on WFP Volume Field Work Field W	PBB Palated based of Work Polate targets based on WFP Work Polate Palated based on WFP Polate Palated based on WFP Polate Palated based on WFP Polate Palated Palated Polate Palated Polate Polate Palated Polate Po	

Signature of the Employee:	palat for	
Date Accomplished:	2-7-12	

Verified by the Immediate Supervisor: MARIA FERAIDA D. DINGLASAN

Supply Officer

Name: Ma. Kristine Rojas - Tolentino	Section: Office of the PENRO
Position: Forest Ranger/Procurement Staff	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: DECEMBER 2021

T ₂		ype 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			٧		Job Request, Purchase Order,Purchase Request, RFQ, IAR	Receive /Record/Number documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	Received /Recorded/Numbered documents(Job Request, Purchase Order,Purchase Request, RFQ, IAR)	daily	
			V		Stock Card	Prepare/Update of Stock Card from	Prepared/Updated and maintained of Stock Card	daily	
			V		Supplies Ledger Card	Prepare/Update/Maintain of Supplies Ledger Card	Prepared/Updated/Maintained of Supplies Ledger Card	daily	
				TO # 2021- 4161	Travel Order Dec. 2-3, 2021	Monitoring Report (PMR). To assist in gathering of	Assisted in gathering of data for the Procurement Monitoring Report (PMR). To assist in gathering of data for Consolidation of Updated/Supplemental of Annual Procurement Plan 2021 of DENR Or. Mindoro	2 days	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the				TO # 2021- 4133	Travel Order Dec. 14-16, 2021	updated/supplemental Annual Procurement Plan	Assisted in the conduct physical inventory of supplies and semi-expandable equipment and consolidation of updated/supplemental Annual Procurement Plan 2021 of DENR Oriental Mindoro	3 days	
targets)	1110								
		-							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			V		Procurement	Opening of Quotation	Attended of Opening of Quotation	6 hours	
			٧		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly	
			٧		Frontline Service		Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly	

Signature of the Employee:	from h		
Date Accomplished:	12-7-14		

Verified by the Immediate Supervisor: MARIA FERAIDA D. DINGLASAN Supply Officer