


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	T3	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	Rated on 1 st Semester
	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						

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

Preparation and Submission of IPCR	100% Job Request / Purchase Request, Purchase Order, receive/record 3mins upon receipt	100% Job Request / Purchase Request, Purchase Order, received/recorded upon receipt	5.000	4.000	4.500	Rated on 1 st Semester
	100% RFQ number and issue 10mins upon receipt	100% RFQ numbered and issued upon receipt	5.000	5.000	5.000	
	100% IAR number and issue 10mins upon receipt	100% IAR numbered and issued upon receipt	5.000	5.000	5.000	
	100%BAC documents receive and file upon receipt	100%BAC documents received and filed upon receipt	5.000	3.000	4.000	
	One (1) IPCR commitment based on the approved OPCR submitted to the Personnel Unit on prescribed period					
Total Overall Rating			35.000	26.000	30.500	
Final Average Rating			5.000	3.714	4.357	
Adjective Rating				V	S	
Comments and Recommendations for Development Purposes: <i>Hard working and knows what she is doing. Need more trainings on procurement process</i>						
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date	
 MA. KRISTINE ROJAS -TOLENTINO Forest Ranger Employee		I certify that I discussed my assessment of the performance with the employee  NESTOR N. CUASAY In-Charge Management Services Division Supervisor		 MARY JUNE F. MAYPA PENRO Head of Office		

Name: Ma. Kristine Rojas - Tolentino	Section: Office of the PENRO
Position: Forest Ranger/Procurement Staff	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 ACTIVITIES			√		Stock Card	Prepare and maintain Stockcard for supplies inventory	Stock card prepared/maintained and updated	daily
			√		Stock Card	Prepare and maintain Stockcard for supplies inventory	Stock card prepared/maintained and updated	daily
			√	Job Request/Purchase request, Purchase Order,RFQ number, IAR number	Receive and record Job Request,Purchase request, Purchase Order,RFQ number, IAR 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
			√		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 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)			√		Procurement	Opening of Quotation	Attended of Opening of Quotation	12 hours
			√		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly
			√		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly

Signature of the Employee: 
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: 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			√		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
			√		Stock Card	Prepare/Update of Stock Card	Prepared/Updated and maintained of Stock Card	daily
			√		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 (other activities related to the Division or Office outside of the targets)			√		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
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Procurement	Opening of Quotation /meetings	Attended of Opening of Quotation	4 hours
			√		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly
			√		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: MARIA FERAIDA D. DINGLASAN

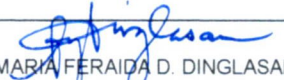
Supply Officer

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

MONTHLY ACCOMPLISHMENT MONITORING FORM for: 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			√		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
			√		Stock Card	Prepare/Update of Stock Card	Prepared/Updated and maintained of Stock Card	daily
			√		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
				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
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)			√		Procurement	Opening of Quotation	Attended of Opening of Quotation	5 hours
			√		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly
			√		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly

Signature of the Employee: 
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

	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			√		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
			√		Stock Card	Prepare/Update of Stock Card from	Prepared/Updated and maintained of Stock Card	daily
			√		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
				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
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)			√		Procurement	Opening of Quotation	Attended of Opening of Quotation	5 hours
			√		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly
			√		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly

Signature of the Employee: 
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: 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			√		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
			√		Stock Card	Prepare/Update of Stock Card from	Prepared/Updated and maintained of Stock Card	daily
			√		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 Procurement Plan 2021 of DENR Oriental Mindoro	Assisted in gathering of data for Consolidation of Updates /Supplemental of Annual Procurement Plan 2021 of DENR Oriental Mindoro	3 days
				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
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 conduct of Physical Inventory for office supplies and semi expandable Annual Procurement Plan 2021 of DENR Or. Mindoro	Assisted in the conduct of Physical Inventory for office supplies and semi expandable Annual Procurement Plan 2021 of DENR Or. Mindoro	2 days
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	8 hours
			√		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly
			√		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly

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

Verified by the Immediate Supervisor: 
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

	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			√		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
			√		Stock Card	Prepare/Update of Stock Card from	Prepared/Updated and maintained of Stock Card	daily
			√		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	To assist 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	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
				TO # 2021-4133	Travel Order Dec. 14-16, 2021	To assist in the conduct physical inventory of supplies and semi-expandable equipment and consolidation of updated/supplemental Annual Procurement Plan 2021 of DENR Oriental Mindoro	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
B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>								
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but other designations, functions and concurrent capacities)</i>			√		Procurement	Opening of Quotation	Attended of Opening of Quotation	6 hours
			√		BAC Documents	Receive and file of BAC Documents	100% BAC Documents received and filed	Weekly
			√		Frontline Service	Clients request	Designated as Frontline Officer every Wednesday assisted all clients of the day	Weekly

Signature of the Employee: 
Date Accomplished: 12-7-21

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