






INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **LILLIE MAE S. TUASON**, of the DENR- PENRO, Oriental Mindoro, Division of **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


LILLIE MAE S. TUASON
Ratee

Date: _____

Reviewed by:  MARIA ALVA RENELYN A. CULLA-UMALI LMO II/Chief RPS	Date:	Approved by:  ESPERANZA P. CORTEZ In-Charge, Technical Services Division	Date:					
					5.0	- Outstanding		
					4.0 - 4.99	- Very Satisfactory		
					3.0 - 3.99	- Satisfactory		
					2.0 - 2.99	- Unsatisfactory		
					1.0 - 1.99	- Poor		
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks	
			Q1	E2	T3	A4		
SUPPORT TO OPERATIONS								
General Administration and Support Services								
1. Action on Documents/Request	100% of documents acted upon seven (7) working days for simple documents and 15 working days for complex documents	100% of documents acted upon two (2) working days for simple documents and 10 working days for complex documents		4.5	5	4.75		
	100% of documents/ correspondence receive, sort, file, records and prepare transmittal/emails for delivery to CENROs, Regional Office and other related agencies regarding land matters upon receipt with 100% accuracy	100% of documents/ correspondence received, sorted, filed, recorded and prepared transmittal/mailed for delivery to CENROs, Regional Office and other related agencies regarding land matters upon receipt with 100% accuracy		4.5	5	4.75		

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Natural Resources Conservation and Development Program							
Land Survey, Disposition and Records Management	Prepare/encode Technical Description on Judicial Form issued for Residential Free Patent by the end of December 2021 (15 mins. per Judicial)	Prepared/encoded 130 Technical Description on Judicial Form issued for Residential Free Patent upon receipt. (13 mins per Judicial)		4.5	3.919	4.21	
CATEGORY		OUTPUT	Rating				
Total Overall Rating				13.50	13.92	13.71	
Final Average Rating				4.500	4.640	4.570	
Adjectival Rating						VS	
Comments and Recommendations for Development Purposes:		<i>Handwriting. Recommended for promotion.</i>					
Discussed with:	Date:	Assessed by:	Date:	Final Rating:			
LILLIE MAE S.A. TUASON Official Employee	FEB 08 2022	I certify that I discussed my assessment of the performance with the employee  ALMA E. GIBE DMO V, Chief, Technical Services Division	FEB 08 2022	 MARY JUNE F. MAYPA PENRO		FEB 08 2022	
<i>Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average</i>							

Monthly ACCOMPLISHMENT MONITORING FORM

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON
POSITION: LAND MANAGEMENT INSPECTOR
For the month of July 2021

SECTION: R.P.S.
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET	TARGET P/APs	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the document)	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
				✓		Mails	documents receive, prepare transmittal and mail to CENROs ; Regional Office and other related agencies regarding land matters	documents received, prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
				✓			encode cutting permit and Water Permit for posting	encoded cutting permit and Water Permit for posting	5 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 of other designations/functions and concurrent capacities)										

SIGNATURE OF EMPLOYEE : LILLIE MAE S. TUASON

VERIFIED BY THE IMMEDIATE SUPERVISOR:

MARIA ALVA BENELLY A. CULLA -UMALI
LMO II/ Chief , RPS

DATE ACCOMPLISHED:

Monthly ACCOMPLISHMENT MONITORING FORM

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON
POSITION: LAND MANAGEMENT INSPECTOR
For the month of August 2021

SECTION: R.P.S.
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/Ps	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT * /ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
Documents/correspondence receive, sort, file records and prepare transmittal/mailed for deliver to CENROs, Regional Office and other related agencies regarding land matters upon receipt				✓		Mail	documents receive, file, prepare transmittal and mail to CENROs ; Regional Office and other related agencies regarding land matters	documents received, filed, prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
				✓		Permit	encode cutting permit and Water Permit	encoded cutting permit and Water Permit	5 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 of other designations functions and concurrent capacities)										

SIGNATURE OF EMPLOYEE : LILLIE MAE S. TUASON

VERIFIED BY THE IMMEDIATE SUPERVISOR:

MARIA ALVA RENELLY A. CULLA -UMALI
LMO II/ Chief, RPS

DATE ACCOMPLISHED:

Monthly ACCOMPLISHMENT MONITORING FORM

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON
POSITION: LAND MANAGEMENT INSPECTOR
For the month of September 2021

SECTION: R.P.S.
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				TIME CONSUMED	REMARKS
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/Ps	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT */ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)			
Documents/correspondence receive, sort, file records and prepare transmittal/mails for deliver to CENROs, Regional Office and other related agencies regarding land matters upon receipt					Sept 2-3, 2021 2021 2935		To Coordinate with the chief RPS of CENRO Socorro and CENRO Roxas regarding Public Land Application and to bring important documents	Coordinated with the chief RPS of CENRO Socorro and CENRO Roxas regarding Public Land Application and to brought important documents		2 days	
				✓		Mail	documents receive , file , prepare transmittal and mail to CENROs ; Regional Office and other related agencies regarding land matters	documents received, filed , prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters		daily	
					Online LAMS-PLA Sept 8-10, 2021 Training		Attend three -day cluster training on Online LAMS-PLA	Attended three -day cluster training on Online LAMS-PLA		3 days	
					Sept. 30, 2021 to Oct. 1, 2021 2021-3183		To Coordinate with the chief RPS of CENRO Socorro and CENRO Roxas regarding Public Land Application and to bring important documents			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 of other designations/functions and concurrent capacities)											

SIGNATURE OF EMPLOYEE : LILLIE MAE S. TUASON

VERIFIED BY THE IMMEDIATE SUPERVISOR:

MARIA ALVARO RENELLY A. CULLA -UMALI
LMO II/ Chief , RPS

DATE ACCOMPLISHED:

Monthly ACCOMPLISHMENT MONITORING FORM

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON
POSITION: LAND MANAGEMENT INSPECTOR
For the month of October 2021

SECTION: R.P.S.
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/Ps	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
Documents/correspondence receive, sort, file records and prepare transmittal/mailed for deliver to CENROs, Regional Office and other related agencies regarding land matters upon receipt				✓		Mail	documents receive , file, prepare transmittal and mail to CENROs ; Regional Office and other related agencies regarding land matters	documents received, filed, prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
				✓		Patents	encode cutting permit , water permit and wildlife permit	encoded cutting permit , water permit and wildlife permit	5 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 of other designations functions and concurrent capacities)										

SIGNATURE OF EMPLOYEE : LILLIE MAE S. TUASON
DATE ACCOMPLISHED:

VERIFIED BY THE IMMEDIATE
SUPERVISOR:

Maria Alva Renelly A. Culla-Umali
MARIA ALVA RENELLY A. CULLA -UMALI
LMO II/ Chief , RPS

Monthly ACCOMPLISHMENT MONITORING FORM

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON
POSITION: LAND MANAGEMENT INSPECTOR
For the month of November 2021

SECTION: R.,P.S
DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/PS	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
Documents/correspondence receive, sort, file records and prepare transmittal/mailed for deliver to CENROs, Regional Office and other related agencies regarding land matters upon receipt				✓		Mail	documents receive, file, prepare transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	documents received, filed , prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
					Nov. 16-18,2021 2021-3968		to assist in the preparation of documents requested based on the Subpoena Duces Tecum signed by Atty Cindee V. Guno-Sibulan, Clerk of Court VI, Regional Trial Court Branch 43, Roxas, Or. Mdo.	assisted in the preparation of documents requested based on the Subpoena Duces Tecum signed by Atty Cindee V. Guno-Sibulan, Clerk of Court VI, Regional Trial Court Branch 43, Roxas, Or. Mdo.	3 days	
				✓			encode cutting permit	encoded cutting permit	2 days	
					Nov. 24-25,2021 2021-4177		To Coordinate with the chief RPS of CENRO Socorro and CENRO Roxas regarding Public Land Application and to bring important documents		3 days	
B. MISCELLANEOUS ACIVITIES (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 of other designationsfunctions and concurrent capacities)										

SIGNATURE OF EMPLOYEE : LILLIE MAE S. TUASON
DATE ACCOMPLISHED:

VERIFIED BY THE IMMEDIATE SUPERVISOR:

MARIA ALVA RENELLY A. CULLA -UMALI
LMO II/ Chief , RPS

Monthly ACCOMPLISHMENT MONITORING FORM

(ANNEX 1: Monthly Accomplishment Monitoring Form For Individual Employees)

Revised:

NAME : LILLIE MAE S. TUASON
 POSITION: LAND MANAGEMENT INSPECTOR
 For the month of December 2021

SECTION: R.P.S.
 DIVISION: TECHNICAL SERVICES DIVISION

TARGET RELATED ACTIVITIES	TYPE		NATURE			DETAILS OF ACTIVITY				
	PBB	OTHER REGULAR TARGET BASED ON	TARGET P/A/PS	OFFICE WORK	FIELD WORK	TYPE OF DOCUMENT *ACTIVITY (Indicate date and time the	SUBJECT ACTIVITY/EVENT	ACTION TAKEN (Indicated the status of the document/activity)	TIME CONSUMED	REMARKS
Documents/correspondence receive, sort, file records and prepare transmittal/emails for deliver to CENROs, Regional Office and other related agencies regarding land matters upon receipt				✓		Mail	documents received, file and prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	documents received, filed , prepared transmittal and mailed to CENROs ; Regional Office and other related agencies regarding land matters	daily	
				✓			encode cutting permit and water permit	encoded cutting permit and water permit	2 days	
				✓			encode Technical Description on Judicial Form	Encoded Technical Description on Judicial Form	7 days	
B. MISCELLANEOUS ACIVITIES (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 of other designationsfunctions and concurrent capacities)										

SIGNATURE OF EMPLOYEE : LILLIE MAE S. TUASON
 DATE ACCOMPLISHED:

VERIFIED BY THE IMMEDIATE SUPERVISOR:

Maria Alva Renelly A. Culla -Umali
 MARIA ALVA RENELLY A. CULLA -UMALI
 LMO II/ Chief , RPS