

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **LOLITA Z. ALFANTE**, Forester **II** of the **DENR, CENRO Roxas, Or. Mindoro**, Division of **Monitoring and Enforcement 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 of July to December, 2021

Lolita Z. Alfante
LOLITA Z. ALFANTE
Ratee

Date:

Reviewed by: <i>Nanette B. Capacio</i> NANETTE B. CAPACIO LMO III/ Chief Regulation and Permitting Section	Date	Approved by: <i>Alma E. Gibe</i> ALMA E. GIBE OIC-CENRO	Date
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Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION							
	100% submission of SALN to DENR personnel						Rated on 1st Sem
Preparation and Submission of IPCR	One (1) IPCR (commitment) based on approved SPMS guidelines submitted to Admin Section on prescribed period						Rated on 1st Sem
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt	100% of documents acted upon with no revision need 3 working days for simple documents and 7 days for complex documents upon receipt		5.000	5.000	5.000	
Adaptive Capacities of Human Communities Band Natural Systems Improved (Environment and natural Resources Resiliency Program)							
	Assist and Jointly undertake the activities in the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Development Section by the end of September 2021	Assist and Jointly undertake the activities in the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Development Section by the end of dECEMBER 2021	3.000	5.000	1.000	3.000	
Total Over all Rating			3.000	10.000	6.000	8.000	
Final Average Rating			3.000	5.000	3.000	4.000	
Adjectival Rating			VERY SATISFACTORY				

Comments and Recommendations for Development Purposes

Performed her responsibility as Utilization Unit Chief with support from her subordinates

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
<i>Lolita Z. Alfante</i> LOLITA Z. ALFANTE Employee	FEB 04 2022	I certify that I discussed my assessment of the performance with the employee <i>Arabelle Joy V. Valdez</i> ARABELLE JOY V. VALDEZ In-Charge Admin	FEB 07 2022	<i>Alma E. Gibe</i> ALMA E. GIBE OIC-CENRO	FEB 07 2022

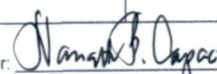
IPCR - Legend 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : JULY 2021								
A. TARGET- RELATED ACTIVITIES	Type				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
					Characterization of Cavilian Watershed	Assist in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment	Assisted in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment	2 days
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
			✓		reports	Draft a report as per activities conducted on the last week activites	Submitted Draft a report to the Unit head as per activities conducted on the last week activites	every Monday
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Inventory of Trees	Conduct Inspection and inventory of Planted Trees upon request by the client	Conducted Inspection and inventory of Planted Trees upon request by the client	3 days

Signature of the Employee:


 LOLITA Z. ALFANTE
 FORESTER II

Verified by the Immediate Supervisor:


 NANETTE B. CAPACIO
 LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : AUGUST 2021								
A. TARGET- RELATED ACTIVITIES	Type				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
					Cave Assessment	Conduct presentation of Result during the conduct of Cave Assessment at Brgy. Hagan Bongabong, Oriental Mindoro	Conducted presentation of Result during the conduct of Cave Assessment at Brgy. Hagan Bongabong, Oriental Mindoro	1 day
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
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C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Inventory of Trees	Conduct Inspection and inventory of Planted Trees upon request by the client	Conducted Inspection and inventory of Planted Trees upon request by the client	3 days
								ON LEAVE (29-30,2021)

Signature of the Employee:

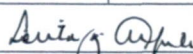
LOLITA Z. ALFANTE
FORESTER II

Verified by the Immediate Supervisor:

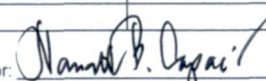
NANETTE B. CAPACIO
LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : SEPTEMBER 2021								
A. TARGET- RELATED ACTIVITIES	Type		Office Work	Field Work (indicate TO #)	Details of the Activity			
	PBB related	Other regular targets based on WFP			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
					Characterization of Cavilian Watershed	Assist in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment	Assisted in the conduct of preliminary activities of Cavilian Watershed in preparation of Characterization with Vulnerability Assessment	2 days
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
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								ON LEAVE (29-30,2021)

Signature of the Employee:


 LOLITA Z. ALFANTE
 FORESTER II

Verified by the Immediate Supervisor:


 NANETTE B. CAPACIO
 LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : OCTOBER 2021								
3	Type				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
					IWMP	Assist in the conduct of First Draft of IWMP Activity at Conference Room LGU of Bongabong	Assisted in the conduct of First Draft of IWMP Activity at Conference Room LGU of Bongabong	1 day
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
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								ON LEAVE (29-30,2021)

Signature of the Employee:


 LOLITA Z. ALFANTE
 FORESTER II

Verified by the Immediate Supervisor:

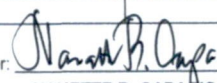

 NANETTE B. CAPACIO
 LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : NOVEMBER 2021								
3	Type				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
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								Holiday (November 30, 2021)

Signature of the Employee:


 LOLITA Z. ALFANTE
 FORESTER II

Verified by the Immediate Supervisor:


 NANETTE B. CAPACIO
 LMO III/ Chief, RPS

Name: LOLITA Z. ALFANTE					Section: REGULATION AND PERMITTING SECTION			
Position: FORESTER II					Division:			
ACCOMPLISHMENT : DECEMBER 2021								
3	Type		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
					Characterization of Cavilian Watershed	Assist in the presentation of Cavilian Watershed for Final	Assisted in the presentation of Cavilian Watershed for Final	1
					Price Monitoring	Conduct Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	Conducted Monthly Price Monitoring of dealers of NTFPS within CENRO Roxas, Oriental Mindoro	1 day
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Signature of the Employee:

Lolita Z. Alfante
LOLITA Z. ALFANTE
FORESTER II

Verified by the Immediate Supervisor:

Nanette B. Capacio
NANETTE B. CAPACIO
LMO III/ Chief, RPS