

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARITES D. ALMAREZ**, of the **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 **July to December 2021**.

Ratee:  
Date:

*may*  
MARITES D. ALMAREZ

Reviewed by:	Date:	Approved by:	Date:
<b>REYNALDO A. PUDIQUET</b>		<b>ALMA E. GIBE</b>	
Immediate Supervisor: Chief, Monitoring and Enforcement Section		OIC-CENRO	

  

OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>General Administration and Support Services</b>							
Submission of Individual SALN	1. One (1) Statement of Assets and Liabilities and Network (SALN) prepare and submit to Admin Officer based on section 9 of RA6713 on						Rated on First Semester
Submission of IPCR	1. One (1) IPCR(Commitment) based on approved OPCR to be submitted to Admin Section on prescribed period with 100% accuracy						Rated on First Semester
Actions on Documents/requests	100% of documents acted upon Simple documents- 7 working days upon receipt of office. Complete documents-15 working days upon receipt of Office	100% of documents acted upon Simple documents- 5 working days upon receipt of office. Complete documents-12 working days upon receipt of Office		4.000	4.000	4.000	
<b>Operations; Natural Resources Enforcement and Regulation program</b>							
Support to full Operationalization of Lawin System	Ensured recording of 120 kilometers patrol route within conservation area using Cybertracker, all observations made by the spotter and action taken decided by the team leader upon consultation with the team with report submitted to Chief monitoring and Enforcement section every 18th day of the month with 100% accuracy	Ensured recording of 155.348 kilometers patrol route within conservation area using Cybertracker, all observations made by the spotter and action taken decided by the team leader upon consultation with the team with report submitted to Chief monitoring and Enforcement section every 18th day of the month with 100% accuracy	5.000	5.000	3.000	4.333	Designated Recorder
Total Overall Rating			5.000	9.000	7.000	8.333	
Final Average Rating			5.000	4.500	3.500	4.167	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes <i>Performed her job very well on LAWIN + forest Protection activities</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
<i>may</i> <b>MARITES D. ALMAREZ</b> Forest Ranger Employee	<b>FEB 03 2022</b>	I certify that I discussed my assesment of the performance with the employee <i>Arabelle Joy V. Yamayosa</i> <b>ARABELLE JOY V. YAMAYOSA</b> In-charge, Admin. Unit	<b>FEB 07 2022</b>	<i>ALMA E. GIBE</i> <b>ALMA E. GIBE</b> OIC-CENRO	<b>FEB 07 2022</b>		

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

Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: July 1-31, 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)	
	√			Travel Order # 2344	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
	√			Travel Order # 2711	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 2681	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 013	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	2 days including travel time
	√			Travel Order # 013	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					LEAVE (July 20)			1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Document Transmitted	Transmit official documents to PENRO Office	Transmitted official documents to PENRO Office	every Friday

Signature if the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO D. PUDIQUET 



Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: August 1-31, 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
<b>A. TARGET-RELATED ACTIVITIES</b>	√			Travel Order # 2021-107	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 2021-2880	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 2956	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)					HOLIDAY (Aug. 30)			
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Document Transmitted	Transmit official documents to PENRO Office	Transmitted official documents to PENRO Office	every Friday

Signature if the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO B. PUDIQUET 

Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: September 1-30, 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
	√			Travel Order # 2021-3020	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 3085	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 3134	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 3367	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 3221	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
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)			√		Document Transmitted	Transmit official documents to PENRO Office	Transmitted official documents to PENRO Office	every Friday

Signature if the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO PUDIQUET 

Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: October 1-31, 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
<b>A. TARGET- RELATED ACTIVITIES</b>	√			Travel Order # 3288	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 3297	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 3609	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Document Transmitted	Transmit official documents to PENRO Office	Transmitted official documents to PENRO Office	every Friday

Signature if the Employee: 

Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO D. PUDIQUET 



Name: MARITES D. ALMAREZ	Section: ENFORCEMENT SECTION
Position: FOREST RANGER	Division:

**WEEKLY ACCOMPLISHMENT MONITORING FORM for: November 1-30, 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
<b>A. TARGET-RELATED ACTIVITIES</b>	√			Travel Order # 3681	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 3885	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 4385	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
	√			Travel Order # 4340	LAWIN	Lawin Patrolling	Travel to Bulalacao conducted patrolling for Lawin Forest & Biodiversity Protection and Conservation Area as per approved WFP CY-2021	3 days including travel time
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Document Transmitted	Transmit official documents to PENRO Office	Transmitted official documents to PENRO Office	every Friday

Signature if the Employee: 

Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO C. PUDIQUET 

Name: MARITES D. ALMAREZ					Section: ENFORCEMENT SECTION			
Position: FOREST RANGER					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: December 1-31, 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
	√				Sea Port Monitor	Monitor Incoming & Outgoing Forest Products & Wildlife at Seaport	Travel to Bulalacao conducted monitoring of incoming & outgoing forest product and wildlife within Sea Port at Bulalacao as per approved WFP CY-2021	1 day
				HOLIDAY (Dec. 8 & 30,2021)				2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				LEAVE (Dec.24,27-29 & 31, 2021)				5 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√	Document Transmitted	Transmit official documents to PENRO Office	Transmitted official documents to PENRO Office	every Friday	

Signature if the Employee:  \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: REYNALDO PUDIQUET 