

B. Individual Performance Commitment and Review Form
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, ANABELLE R. CASTILLO, Forest Technician II of the CENRO Roxas-Conservation and Development 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.

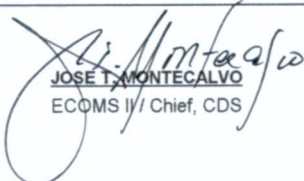
Reviewed by:		Date	Approved by:		Date			
JOSE T. MONTECALVO Sector Head			ALMA E. GIBE OIC-CENRO					
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks	
			Q1	E2	T3	A4		
GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)								
Submission of Individual SALN	One (1) Statement of Assets and Liabilities and Networth (SALN) prepare and submit to Admin based on Section 8 of RA 6713 on February 20, 2021.						Rated on First Semester	
Submission of IPCR	One (1) IPCR (commitment) based on approved OPCR submitted to Admin Section on prescribed period One (1) IPCR with rating submitted on prescribed period of January-June 2021.						Rated on First Semester COMPLIANT	
Actions on Documents/Requests	100% of documents acted upon Simple documents- 7 working days upon receipt of the office Complex documents- 15 working days upon receipt of the office	100% documents acted upon 5 working days for simple documents and 10 days for complex documents upon receipt.		5.000	3.000	4.000		
SUPPORT TO OPERATION								
	One (1) CRMF with 5 year work plan and generated map submitted to PENRO by the end of November 2021	One (1) CRMF with 5 year work plan and generated map submitted to PENRO on December 9, 2021	3.000	5.000	2.701	3.567		
	Conduct re-survey and mapping of 3,116 hectares of CBFM area clearly defined on the ground by the end of June 2021	Conducted re-survey and mapping of 4,089.43 hectares of CBFM area clearly defined on the ground with report submitted by mid of June 2021	5.000	5.000	5.000	5.000		
Natural Resources Enforcement and Regulation Program								
	Monitor six (6) CBFM in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO by the end of September 2021 with 100% accuracy.	Monitored six (6) CBFM in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO on August 3, 2021 and June 07, 2021 with 100% accuracy.	3.000	4.500	5.000	4.167		
	Assess Four hundred seventy-five (475) expired CSC with report indicating categoral recommendation submitted to PENRO by the end of December 2021 with 100% accuracy.	Assess Four hundred seventy-seven (477) expired CSC with report indicating categoral recommendation submitted to PENRO on September 14, 2021 with 100% accuracy.	3.000	3.000	5.000	3.667		
Natural Resources and Development Programs								
Forest Development, Rehabilitation, Maintenance and Protection	Conduct inspection with 124.0 hectares within 30 days upon receipt	Conducted inspection with 124.0 hectares within 7 days upon receipt	3.000	5.000	5.000	4.333		
Total Overall Rating			17.000	27.500	25.701	24.734		
Final Average Rating			3.400	4.583	4.284	4.122		
Adjectival Rating			VERY SATISFACTORY					
Comments and Recommendations for Development Purposes: <i>With dedication & sincerity in performing her job as forest technician. Recommended for training on</i>								
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date			
ANABELLE R. CASTILLO Employee	FEB. 03, 2022	I certify that I discussed my assesment of the performance with the employee ANABELLE JOY Q. TAMAYOSA In-Charge, Administrative Unit	FEB 07 2022	ALMA E. GIBE OIC-CENRO	FEB 07 2022 <i>and computer operation</i>			

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

Name: Anabelle R. Castillo				Section: Conservation and Development Section/ Monitoring and Enforcement Section				
Position: Forest Technician II				Division: Forest Management Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 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 # 2021-2673	CSC & Inventory Maps	Map Digitization	Prepared CSC Maps, Inventory & Other Reports	5 days
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	2 days
	√			Travel Order # 2021-2676	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted coordination meeting and performance evaluation and assessment with LGU & CSC holders at So. Badi & So. Mantan of Brgy Teresita & Brgy Panaytayan, Mansalay, Oriental Mindoro.	3 days
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	1 day
	√			Travel Order # 2021-2688	CBFM Monitoring & CSC Performance Evaluation and Assessment	Monitoring of Tenorial Instruments-BALATBAT CBFMA & CSC Performance Evaluation and Assessment	Conducted coordination meeting CSC Evaluation & Assessment at Brgy LGU of San Roque, Bulalacao and BALATBAT CBFM PO for monitoring of tenorial instruments located at Sitio Abintang, Brgy Nasucob, Bulalacao, Oriental Mindoro..	2 days
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	1 days
	√		√	Travel Order # 2021-008	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted coordination meeting and performance evaluation and assessment with LGU & CSC holders at So. Badi & So. Mantan of Brgy Teresita & Brgy Panaytayan, Mansalay, Oriental Mindoro.	3 days
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	2 days
			Travel Order # 2021-055	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted coordination meeting and performance evaluation and assessment with LGU & CSC holders at So. Badi & So. Mantan of Brgy Teresita & Brgy Panaytayan, Mansalay, Oriental Mindoro.	2 days	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Work Suspension Holiday Leave	July 23 July 20, 2021 July 26, 27, 28	1 day 1 day 3 Days	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: 
Date Accomplished: _____

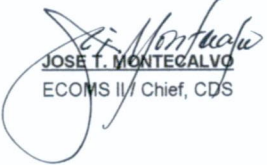
Verified by the Immediate Supervisor:


JOSE T. MONTECALVO
ECOMS II / Chief, CDS

Name: Anabelle R. Castillo				Section: Conservation and Development Section/ Monitoring and Enforcement Section				
Position: Forest Technician II				Division: Forest Management Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			Time Consumed
	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)	
	√		√		CSC Maps	Map Digitization	Prepared CSC Maps & Other Reports	2 days
	√			Travel Order # 2021-104	CSC Performance Evaluation and Assessment & CRMF-FYWP Formulation	CSC Performance Evaluation and Assessment & CBFMA-CRMF-FYWP Formulation	Coordination meeting with MAPALAD CBFM PO for CRMF-FYWP Formulation and Conducted performance evaluation and assessment with CSC holders at San Roque, Bulalacao, Oriental Mindoro.	3 days
	√		√		CSC Maps	Map Digitization	Prepared CSC Maps & Other Reports	2 days
	√			Travel Order # 2021-117	CBFMA Monitoring	CBFMA Monitoring of PHM CBFMA	Coordination meeting and Monitoring of PHM CBFMA at Brgy. Benli, Bulalacao, Oriental Mindoro.	3 days
	√		√		CSC Maps	Map Digitization	Prepared CSC Maps & Other Reports	2 days
	√			Travel Order # 2021-2904	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Cabuyao, Panaytayan, Mansalay, Oriental Mindoro.	3 days
	√		√		CSC Maps	Map Digitization	Prepared CSC Maps & Other Reports	2 days
	√			Travel Order # 2021-2972	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Cabuyao, Panaytayan, Mansalay, Oriental Mindoro.	3 days
√		√		CSC Maps	Map Digitization	Prepared CSC Maps & Other Reports	1 day	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Holiday	August 30, 2021	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: 
Date Accomplished: _____


Verified by the Immediate Supervisor:


JOSE T. MONTECALVO
ECOMS II/ Chief, CDS

Name: Anabelle R. Castillo				Section: Conservation and Development Section/ Monitoring and Enforcement Section					
Position: Forest Technician II				Division: Forest Management Division					
MONTHLY ACCOMPLISHMENT MONITORING FORM for: September 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 # 2021-3006	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Siange, Lisap, Bongabong, Oriental Mindoro.	3 days	
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	2 day	
	√			Travel Order # 2021-3108	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Panuban & Payagnon, Lisap, Bongabong, Oriental Mindoro.	3 days	
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	2 days	
	√			Travel Order # 2021-3143	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Panuban & Payagnon, Lisap, Bongabong, Oriental Mindoro.	3 days	
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	2 days	
	√			Travel Order # 2021-3261	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Panuban & Payagnon, Lisap, Bongabong, Oriental Mindoro.	2 days	
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	2 days	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Travel Order # 2021-3258	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Panuban Lisap, Bongabong, Oriental Mindoro.	2 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)									

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor:


JOSE T. MONTECALVO
ECOMS II / Chief, CDS

Name: Anabelle R. Castillo					Section: Conservation and Development Section/ Monitoring and Enforcement Section			
Position: Forest Technician II					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: October 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 # 2021-3258	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Panuban Lisap, Bongabong, Oriental Mindoro.	1 day
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	3 days
	√			Travel Order # 2021-3298	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Panuban & Payagnon, Lisap, Bongabong, Oriental Mindoro.	1 day
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	2 days
	√			Travel Order # 2021-3392	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted performance evaluation and assessment with CSC holders at So. Panuban & Payagnon, Lisap, Bongabong, Oriental Mindoro.	3 days
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	2 days
	√			Travel Order # 2021-3605	CRMF-FYWP Formulation	CRMF-FYWP FORMULATION of MAPALAD CBFMA	Conducted Tree Inventory of harvestable tree pursuant to the approval of Community Resource Management Framework and Five year Work Plan within MAPALAD CBFMA located at Brgy Nasucob, Bulalacao, Oriental Mindoro.	3 days
	√		√		Client Queries	Tree Cutting Permit, CSC and CBFM Inquiry	Assisted clients in their queries	1 day
	√			Travel Order # 2021-3637	CRMF-FYWP Formulation	CRMF-FYWP FORMULATION of MAPALAD CBFMA	Conducted Tree Inventory of harvestable tree pursuant to the approval of Community Resource Management Framework and Five year Work Plan within MAPALAD CBFMA located at Brgy Nasucob, Bulalacao, Oriental Mindoro.	4 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)								

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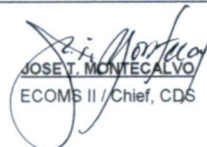
Verified by the Immediate Supervisor: _____

JOSE T. MONTECALVO
ECOMS IV / Chief, CDS


Name: Anabelle R. Castillo					Section: Conservation and Development Section/ Monitoring and Enforcement Section			
Position: Forest Technician II					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: November 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
	√		√		CSC & Tree Inventory	CSC , Tree Inventory Map & Other Reports	Prepared CSC Maps & Inventory Report	1 day
	√			Travel Order # 2021-3672	CRM-FYWP Formulation	CRM-FYWP FORMULATION of MAPALAD CBFMA	Conducted Activities regarding Community Resource Management Framework and Five year Work Plan within MAPALAD CBFMA located at Brgy Nasucob, Bulalacao, Oriental Mindoro.	3 days
	√		√		CSC & Tree Inventory	CSC , Tree Inventory Map & Other Reports	Prepared CSC Maps & Inventory Report	1 day
	√			Travel Order # 2021-3869	CRM-FYWP Formulation	CRM-FYWP FORMULATION of MAPALAD CBFMA	Conducted Activities regarding Community Resource Management Framework and Five year Work Plan within MAPALAD CBFMA located at Brgy Nasucob, Bulalacao, Oriental Mindoro.	4 days
	√		√		CSC & Tree Inventory	CSC , Tree Inventory Map & Other Reports	Prepared CSC Maps & Inventory Report	1 day
	√			Travel Order # 2021-4312	CRM-FYWP Formulation	CRM-FYWP FORMULATION of MAPALAD CBFMA	Conducted Tree Inventory of harvestable tree pursuant to the approval of Community Resource Management Framework and Five year Work Plan within MAPALAD CBFMA located at Brgy Nasucob, Bulalacao, Oriental Mindoro.	2 days
	√		√		CSC & Tree Inventory	CSC , Tree Inventory Map & Other Reports	Prepared CSC Maps & Inventory Report	1 day
	√			Travel Order # 2021-4341	CRM-FYWP Formulation	CRM-FYWP FORMULATION of MAPALAD CBFMA	Attended Learning event on organizational development skills enhancement of CBFM Pos on Nov. 23-24, 2021 at Bulalacao, Or. Mindoro. Conducted activities and gathering of data regarding the formulation of CRM-F and 5 year work plan of MAPALAD CBFM Associations.	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Holiday	1-Nov-21	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: 
Date Accomplished: _____

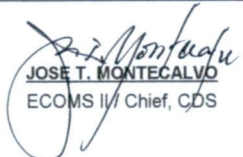
Verified by the Immediate Supervisor:


JOSE Y. MONTECALVO
ECOMS II / Chief, CDS

Name: Anabelle R, Castillo				Section: Conservation and Development Section/ Monitoring and Enforcement Section				
Position: Forest Technician II				Division: Forest Management Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			Time Consumed
	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)	
	√		√		CRMF & Tree Inventory	CRMF , Tree Inventory Map & Other Reports	Prepared CRMF Maps & Inventory Report	3 days
	√		√		CRMF & Tree Inventory	CRMF , Tree Inventory Map & Other Reports	Prepared CRMF Maps & Inventory Report	1 day
	√			Travel Order # 2021- 4477	NGP	Inspection of NGP plantation	Conducted inspection of maintenance and protection of eNGP at Milagrosa, Bulalacao, Oriental Mindoro.	4 days
	√		√		CRMF & Tree Inventory	CRMF , Tree Inventory Map & Other Reports	Prepared CRMF Maps & Inventory Report	2 days
	√			Travel Order # 2021-4650	NGP	Inspection of NGP plantation	Conducted inspection of maintenance and protection of eNGP at Milagrosa, Bulalacao, Oriental Mindoro.	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Holiday Municipal EO No. 28-2021 Provincial EO No. 59 Leave	December 8, & 30, 2021 December 6 & 7, 2021 December 16, 2021 December 17, 2021 December 20-23, 27-29 2021	2 days 2 days 1 day 1 day 5 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor:


JOSE T. MONTECALVO
ECOMS II/ Chief, CDS