


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARK LAWRENCE R. DE LEON**, of the CENRO-Roxas, Or. Mindoro, Division of Monitoring and Enforcement Section commit to deliver and agree to be rated the attainment of the following targets in accordance with the indicated measures for the period **July to December 2021**.



Ratee:

Date:


MARK LAWRENCE R. DE LEON

Reviewed by:	Date:	Approved by:	Date:
REYNALDO R. PUDIQUET		 ALMA E. GIBE	
Immediate Supervisor: Chief, Monitoring and Enforcement Section		Head of Office: OIC, CENRO	

OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments					Remarks
			Q1	E2	T3	A4	
General Administration and Support Services							
Submission of Individual SALN	1. One (1) Statement of Assets and Liabilities and Network (SALN) prepare and submit to Admin Officer within prescribed	1. One (1) Statement of Assets and Liabilities and Network (SALN) prepare and submit to Admin Officer within					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	1. One (1) IPCR (Commitment) based on approved OPCR to be submitted to Admin Section for the period of January to December, 2021					Rated on First Semester
Action on Documents/Requests	100% of documents acted upon	100% of documents acted upon					
	Simple documents- 7 working days upon receipt of office-Complete documents- 15 working days upon receipt of office	Simple documents- 7 working days upon receipt of office-Complete documents- 15 working days upon receipt of office		3.000	3.000	3.000	
Operations: Natural Resources Enforcement and regulations program							
Support to full operationalization of Lawin System	Assess and observe 120 kilometers patrol route within conservation area forest conditions every 100 meters and alert the team on the identify threats and indicator species with report submitted to chief, monitoring and Enforcement section every 18th day of the month with 100% accuracy	Assess and observe 155.348 kilometers patrol route within conservation area forest conditions every 100 meters and alert the team on the identify threats and indicator species 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 Spotter
Total Overall Rating			5.000	8.000	6.000	7.333	
Final Average Rating			5.000	4.000	3.000	3.667	
Adjectival Rating			SATISFACTORY				
Comments and Recommendations for Development Purposes <i>Should exert more effort in office works and need to be trained on forest law Enforcement</i>							

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 MARK LAWRENCE R. DE LEON Forest Ranger Employee	FEB. 03, 2022	I certify that I discussed my assesment of the performance with the employee	FEB 07 2022	 ALMA E. GIBE OIC, CENRO	FEB 07 2022
		ARABELLE JOY V. TAMAYOSA			
		In-charge, Admin. Unit			

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

Name: MARK LAWRENCE R. DE LEON					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July, 2021								
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)				
A. TARGET-RELATED ACTIVITIES	✓			TO # 2021 - 2641	Enforcement, Patrolling and Coordination	To conduct patrolling for Lawin forest and biodiversity protection and conservation area graduated NGP, CBFM or watershed area of Bulalacao, Oriental Mindoro	Conducted Patrolling	2 days
				TO # 2021 - 2710	Enforcement, Patrolling and Coordination	To conduct monitoring of incoming and outgoing forest product at Prots of Bulalacao and to perform other task as maybe assigned by immediate supervisor	Conducted Monitoring at Bulalacao Port	2 days
				TO # 2021 - 014	Enforcement, Patrolling and Coordination	To conduct patrolling for Lawin forest and biodiversity protection and conservation area graduated NGP, CBFM or watershed area of Bulalacao, Oriental Mindoro	Conducted Patrolling	2 days
	✓			TO # 2021 - 073	Enforcement, Patrolling and Coordination	To conduct monitoring of incoming and outgoing forest product at Prots of Bulalacao and to perform other task as maybe assigned by immediate supervisor	Conducted Monitoring at Bulalacao Port	2 days
					Office Reports and Duties	Preparing weekly travel reports./ Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday and Tuesday
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Leave	July 13-16, 20, 2021		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: _____

Name: MARK LAWRENCE R. DE LEON					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August, 2021								
	Type		Nature		Details of the Activity		Action Taken (indicate the status of the document/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		
A. TARGET- RELATED ACTIVITIES	√			TO # 2021 - 095	Enforcement, Patrolling and Coordination	To conduct patrolling for Lawin forest and biodiversity protection and conservation area graduated NGP, CBFM or watershed area of Bulalacao, Oriental Mindoro	Conducted Patrolling	2 days
				TO # 2021 - 108	Enforcement, Patrolling and Coordination	To conduct monitoring of incoming and outgoing forest product at Prots of Bulalacao and to perform other task as maybe assigned by immediate supervisor	Conducted Monitoring at Bulalacao Port	3 days
				TO # 2021 - 2995	Enforcement, Patrolling and Coordination	To conduct patrolling for Lawin forest and biodiversity protection and conservation area graduated NGP, CBFM or watershed area of Bulalacao, Oriental Mindoro	Conducted Patrolling	3 days
	√			TO # 2021 - 3001	Enforcement, Patrolling and Coordination	To conduct monitoring of incoming and outgoing forest product at Prots of Bulalacao and to perform other task as maybe assigned by immediate supervisor	Conducted Monitoring at Bulalacao Port	1 day
					Office Reports and Duties	Preparing weekly travel reports./ Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday and Tuesday
					Holiday	August 21 - and August 31		2 days
				Leave	August 18 - 20		3 days	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Verified by the Immediate Supervisor: _____

Signature of the Employee: _____

Date Accomplished: _____

Name: MARK LAWRENCE R. DE LEON				Section: Monitoring and Enforcement Section				
Position: Forest Ranger				Division:				
QUARTERLY 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	✓							
	✓							
	✓							
	✓							
	✓							
	✓							
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Office Reports and Duties	Preparing weekly travel reports./ Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Leave	Sept. 01, 04 -06, 08, 2021		2 days

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: _____

Name: MARK LAWRENCE R. DE LEON				Section: Monitoring and Enforcement Section				
Position: Forest Ranger				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	✓				No Field			
	✓							
	✓							
	✓							
	✓							
	✓							
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	✓	✓			Office Reports and Duties	Preparing weekly travel reports./ Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday to Friday
					Leave	Sept. 01, 04 -06, 08, 2021		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:

Name: MARK LAWRENCE R. DE LEON					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: November, 2021								
	Type		Nature		Details of the Activity			
	FBB 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	√			TO#2020	Monitoring and Enforcement	To conduct patrolling for lawin forest protection and biodiversity conservation area at Mansalay, Or. Mindoro	To conduct patrolling for lawin forest protection and biodiversity conservation area at Mansalay, Or. Mindoro	3 days
	√			TO#2020	Monitoring and Enforcement	To conduct monitoring of incoming and outgoing forest products at Dangay Port, Roxas, Or. Mindoro	To conduct monitoring of incoming and outgoing forest products at Dangay Port, Roxas, Or. Mindoro	3 days
	√			TO#2020	Monitoring and Enforcement	To conduct apprehension of forest product as the need arises	To conduct apprehension of forest product as the need arises	3 days
	√			TO#2020	Monitoring and Enforcement	To conduct patrolling for lawin forest protection and biodiversity conservation area at Mansalay, Or. Mindoro	To conduct patrolling for lawin forest protection and biodiversity conservation area at Mansalay, Or. Mindoro	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Office Reports and Duties	Preparing weekly travel reports./ Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday
					Typhoon Ulysses	Nov. 12-13, 2020		2 days
					Holiday	Holiday November 01 - 30, 2021)		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: _____

Name: MARK LAWRENCE R. DE LEON					Section: Monitoring and Enforcement Section			
Position: Forest Ranger					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December, 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
	✓			TO#2021	Monitoring and Enforcement	To conduct forest protection and law enforcement activities. To man the Forest Ranger Station at Brgy. Hagan, Bongabong, Or. Mindoro.	Conducted forest protection and law enforcement activities	3days
	✓			TO#2021	Monitoring and Enforcement	To conduct forest protection and law enforcement activities. To man the Forest Ranger Station at Brgy. Hagan, Bongabong, Or. Mindoro.	Conducted forest protection and law enforcement activities	3days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Office Reports and Duties	Preparing weekly travel reports. / Attending the flag raising ceremony / Assisting Clients	Prepared travel reports and other supporting documents / Assisted Clients	Every Monday and Tuesday
					Typhoon Odette	Nov. 17, 2021		1 day
					Holiday	Holiday December 24-30-31, 2021)		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: _____