

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM



I, EURIDEZ M. GABUCO, of the DENR - CENRO ROXAS, ORIENTAL MINDORO, Division of RPS 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.

Ratee:



EURIDEZ M. GABUCO

Date:

Reviewed by:	Date	Approved by:	Date
 NANETTE B. CAPACIO LMO III/Chief,RPS		 ALMA E. GIBE DMO V/OIC-CENRO	




Output	Success Incators (targets+measures)		Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT							
Submission of Individual SALN	100% submission of SALN to CENRO by 2nd week of February, 2021						Rated on First Semester
Preparation and Submission of IPCR	One (1) IPCR (commitment) based on approved SPMS guidelines submitted to Admin Section on prescribed period						Rated on First Semester
Actions to be taken	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 for 5 working days for simple documents and 10 days for complex documents upon receipt from July to December, 2021		5.000	5.000	5.000	

NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM

Land Survey, Disposition and Records Management	Prepared and posted notices of 37 Residential Free Patent Applications within Twenty-Six (26) days upon receipt of applications: 15 January to June, 2021 and 22 July to December, 2021 with 100% accuracy	Prepared and posted notices of 15 Residential Free Patent Applications within 20 days upon receipt of applications:	1.788	1.788	4.000	2.525	
	Conducted Investigation of 37 Residential Free Patent Application and Prepared Investigation Report and Forwarded to Land Management Officer I 7days after the ocular inspection with 100% accuracy	Conducted Investigation of 15 Residential Free Patent Application and Prepared Investigation Report and Forwarded to Land Management Officer I 5 days after the ocular inspection with 100% accuracy	1.788	1.788	4.000	2.525	
Total Over-all Rating			3.576	8.576	13.000	10.051	
Final Average Rating			1.788	2.859	4.333	3.350	
Adjectival Rating			SATISFACTORY				

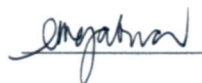
Comments and Recommendation for Development Purposes

With sincerity in her job assignment as LMO. Recommended for the next higher position.

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 EURIDEZ M. GABUCO LAND MANAGEMENT INSPECTOR	FEB. 03, 2022	I certify that I discussed my assessment of the performance with the employee  ARABELLE JOY V. TAMAYOSA FT I/In-Charge Administrative Unit	FEB 07 2022	 ALMA E. GIBE DMO V/OIC-CENRO	FEB 07 2022

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					Division: N/A			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 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			✓		Daily Time Record	Accomplish Daily Time Record	Submitted the accomplished Daily Time Record to Administrative Section	1 day
			✓		Documents Refer	Documents refer	Acted upon the documents referred	daily as needed
			✓		Assessment Form	Assist in the preparation of Assessment Form for Collection of Revenue	Assisted in the preparation of Assessment Form for Collection of Revenue	daily as needed
			✓		Notice of Application	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of Residential Free Patent Applications	daily as needed
			✓		Investigation	Conduct of investigation on the Residential Free Patent Applications	Conducted investigation on the Residential Free Patent Applications	daily as needed
			✓		Investigation Report	Prepare the investigation report on the Residential Free Patent Applications	Prepared investigation report on the Residential Free Patent Applications	daily as needed
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)			✓		Certification	Verify and prepare certification of lot status as requested by client	Verified and prepared certification of lot status as requested by client	daily
			✓		Public Land Applications	Verify, number, index and record the public land applications upon receipt	Verified, numbered, indexed and recorded the public land applications upon receipt	daily as needed
			✓		Survey Authority	Verify, number and record the Survey Authority upon receipt	Verified, numbered and recorded the Survey Authority upon receipt	daily as needed
					Holiday (Eid Al-Adha)		July 20, 2021	1 day
					Work Suspension due to Weather		July 23, 2021	1 day

Signature of the Employee:



Verified by the Immediate Supervisor:



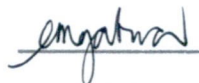
Date Accomplished:

July 30, 2021

Land Management Officer III/Chief, RPS

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					Division: N/A			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 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			✓		Daily Time Record	Accomplish Daily Time Record	Submitted the accomplished Daily Time Record to Administrative Section	1 day
			✓		Documents Refer	Documents refer	Acted upon the documents referred	daily as needed
			✓		Assessment Form	Assist in the preparation of Assessment Form for Collection of Revenue	Assisted in the preparation of Assessment Form for Collection of Revenue	daily as needed
			✓		Notice of Application	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of Residential Free Patent Applications	daily as needed
				TO # 2021-133	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos on the applications filed	Travel to Paclasan, Roxas, Oriental Mindoro and conducted ocular inspection and take geo-tagged photos on the applications filed (August 11-12, 2021)	2 days including travel time
			✓		Investigation Report	Prepare the investigation report on the Residential Free Patent Applications	Prepared investigation report on the Residential Free Patent Applications	daily as needed
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)			✓		Certification	Verify and prepare certification of lot status as requested by client	Verified and prepared certification of lot status as requested by client	daily
			✓		Public Land Applications	Verify, number, index and record the public land applications upon receipt	Verified, numbered, indexed and recorded the public land applications upon receipt	daily as needed
			✓		Survey Authority	Verify, number and record the Survey Authority upon receipt	Verified, numbered and recorded the Survey Authority upon receipt	daily as needed
					On-Leave		August 10 and 23-24, 2021	3 days
					Holiday (National Heroes' Day)		August 30, 2021	1 day

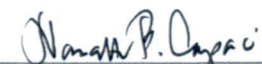
Signature of the Employee:



Date Accomplished:

August 31, 2021

Verified by the Immediate Supervisor:

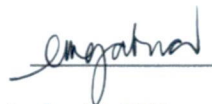


NANETTE B. CARACIO

Land Management Officer III/Chief, RPS

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					Division: N/A			
MONTHLY 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			✓		Daily Time Record	Accomplish Daily Time Record	Submitted the accomplished Daily Time Record to Administrative Section	1 day
			✓		Documents Refer	Documents refer	Acted upon the documents referred	daily as needed
			✓		Assessment Form	Assist in the preparation of Assessment Form for Collection of Revenue	Assisted in the preparation of Assessment Form for Collection of Revenue	daily as needed
			✓		Notice of Application	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of Residential Free Patent Applications	daily as needed
			✓		Investigation	Conduct of investigation on the Residential Free Patent Applications	Conducted investigation on the Residential Free Patent Applications	daily as needed
			✓		Investigation Report	Prepare the investigation report on the Residential Free Patent Applications	Prepared investigation report on the Residential Free Patent Applications	daily as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-3109	Meeting	Attendance to the meeting in compliance with the Memorandum dated September 1, 2021	Travel to PENRO-Oriental Mindoro, Suqui, Calapan City, Oriental Mindoro and attended the meeting in compliance with the Memorandum dated September 1, 2021 (September 7, 2021)	1 day including travel time
			✓		Learning Event	Attendance to a learning event via Zoom	Attended "Virtual Cluster Training on Online Land Administration and Management System - Public Land Application (LAMS-PLA)" via Zoom conducted by the Land Management Bureau (September 8-10, 2021)	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)			✓		Certification	Verify and prepare certification of lot status as requested by client	Verified and prepared certification of lot status as requested by client	daily
			✓		Public Land Applications	Verify, number, index and record the public land applications upon receipt	Verified, numbered, indexed and recorded the public land applications upon receipt	daily as needed
			✓		Survey Authority	Verify, number and record the Survey Authority upon receipt	Verified, numbered and recorded the Survey Authority upon receipt	daily as needed
					On-Leave		September 15 and 22, 2021	2 days

Signature of the Employee:



Date Accomplished:

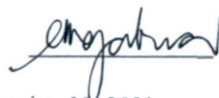
September 30, 2021

Verified by the Immediate Supervisor:


NANETTE B. CARACIO
 Land Management Officer III/Chief, RPS

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					Division: N/A			
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			✓		Daily Time Record	Accomplish Daily Time Record	Submitted the accomplished Daily Time Record to Administrative Section	1 day
			✓		Documents Refer	Documents refer	Acted upon the documents referred	daily as needed
			✓		Assessment Form	Assist in the preparation of Assessment Form for Collection of Revenue	Assisted in the preparation of Assessment Form for Collection of Revenue	daily as needed
			✓		Notice of Application	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of Residential Free Patent Applications	daily as needed
			✓		Investigation	Conduct of investigation on the Residential Free Patent Applications	Conducted investigation on the Residential Free Patent Applications	daily as needed
			✓		Investigation Report	Prepare the investigation report on the Residential Free Patent Applications	Prepared investigation report on the Residential Free Patent Applications	daily as needed
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)			✓		Certification	Verify and prepare certification of lot status as requested by client	Verified and prepared certification of lot status as requested by client	daily
			✓		Public Land Applications	Verify, number, index and record the public land applications upon receipt	Verified, numbered, indexed and recorded the public land applications upon receipt	daily as needed
			✓		Survey Authority	Verify, number and record the Survey Authority upon receipt	Verified, numbered and recorded the Survey Authority upon receipt	daily as needed
					On-Leave		October 1, 5, 8, and 25, 2021	4 days

Signature of the Employee:



Date Accomplished:

October 29, 2021

Verified by the Immediate Supervisor:

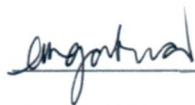


NANETTE B. CABACIO

Land Management Officer III/Chief, RPS

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					Division: N/A			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: November 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			✓		Daily Time Record	Accomplish Daily Time Record	Submitted the accomplished Daily Time Record to Administrative Section	1 day
			✓		Documents Refer	Documents refer	Acted upon the documents referred	daily as needed
			✓		Assessment Form	Assist in the preparation of Assessment Form for Collection of Revenue	Assisted in the preparation of Assessment Form for Collection of Revenue	daily as needed
			✓		Notice of Application	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of Residential Free Patent Applications	daily as needed
			✓		Investigation	Conduct of investigation on the Residential Free Patent Applications	Conducted investigation on the Residential Free Patent Applications	daily as needed
			✓		Investigation Report	Prepare the investigation report on the Residential Free Patent Applications	Prepared investigation report on the Residential Free Patent Applications	daily as needed
			✓					
			✓					
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-4364	Ocular Inspection	Conduct of ocular inspection as requested by Mr. Efren M. Asutilla, Jr.	Travel to Poblacion, Mansalay, Oriental Mindoro and conducted ocular inspection as requested by Mr. Efren M. Asutilla, Jr. (November 25, 2021)	1 day including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						Holiday (All Saint's Day, Oriental Mindoro Day, and Bonifacio Day)	November 1, 15, and 30, 2021	3 days
						On-Leave	November 9 and 22, 2021	2 days

Signature of the Employee:



Date Accomplished:

November 29, 2021

Verified by the Immediate Supervisor:


CHUCKLEE B. NGABIT

Forester I/NGP Focal Person/In-Charge, RPS

Name: EURIDEZ M. GABUCO					Section: Regulation and Permitting Section			
Position: Land Management Inspector					Division: N/A			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 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			✓		Daily Time Record	Accomplish Daily Time Record	Submitted the accomplished Daily Time Record to Administrative Section	1 day
			✓		Documents Refer	Documents refer	Acted upon the documents referred	daily as needed
			✓		Assessment Form	Assist in the preparation of Assessment Form for Collection of Revenue	Assisted in the preparation of Assessment Form for Collection of Revenue	daily as needed
			✓		Notice of Application	Prepare and post notice of Residential Free Patent Applications	Prepared and posted notice of Residential Free Patent Applications	daily as needed
			✓		Investigation	Conduct of investigation on the Residential Free Patent Applications	Conducted investigation on the Residential Free Patent Applications	daily as needed
			✓		Investigation Report	Prepare the investigation report on the Residential Free Patent Applications	Prepared investigation report on the Residential Free Patent Applications	daily as needed
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)						On-Leave	December 1, 9, 16, 2021	2 days
						Holiday (Feast of the Immaculate Conception of Mary and Rizal Day)	December 8 and 30, 2021	2 days
						Work Suspension due to Weather	December 17, 2021	1 day
						Work from Home	December 24 and 31, 2021	2 days

Signature of the Employee:



Date Accomplished:

December 29, 2021

Verified by the Immediate Supervisor:

CHUCKLEE B. NGABIT

Forester I/NGP Focal Person/In-Charge, RPS