

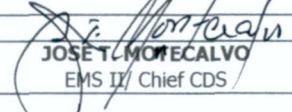

B. Individual Performance Commitment and Review Form




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **IVY MIGZYLO E. MACALALAG**, of the CENRO-ROXAS of **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 of July to December, 2021.


IVY MIGZYLO E. MACALALAG
Ratee

Date:

Reviewed by:  JOSE T. MOTEICALVO EMS II/ Chief CDS		Date:	Approved by:  ALMA E. GIBE DMO V/ OIC, CENRO		Date:		
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				REMARKS
			Q1	E2	T3	A4	
General Administration and Support							
Evaluation of Personnel Performance	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021						Rated on first sem
	One (1) IPCR (commitment) based on approved OPCR guidelines to be submitted to Admin Section on prescribed period						Rated on first 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	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
	Conduct Assessment of Cave as embodied in 9072, Prepare and Submit Draft Assessment Report to Chief, Conservation and Development Section	Conducted Assessment of Cave as embodied in 9072, Prepare and Submit Draft Assessment Report to Chief, Conservation and Development Section		5.000	5.000	5.000	
Forest Rehabilitation and Development Program	Manage and Supervise 58.0 hectares of E-NGP Plantations with atleast 85% survival	Managed and Supervised 58.0 hectares of E-NGP Plantations with atleast 90% survival	3.000	5.000	3.000	3.667	
	Manage and Supervise the Maintenance and Protection of 58.0 hectares with atleast 85% survival rate	Managed and Supervised the Maintenance and Protection of 58.0 hectares with atleast 85% survival rate	3.000	5.000	3.000	3.667	
Supplemental							
Wildlife Resource Conservation	Supervise the Maintenance of One (1) WRC with quarterly report submitted to PENRO every 1st day following the end of the quarter.	Supervised the Maintenance of One (1) WRC with quarterly report submitted to PENRO every 1st day following the end of the quarter.		4.500	3.000	3.750	
ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program)							

Watershed Characterization and Vulnerability Assessment	Assist and Jointly undertake the activities in the conduct of Watershed Characterization with Vulnerability Assessment 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 Assessment with report submitted to Chief, Conservation and Development Section by the end of December 2021	3.000	4.500	1.670	3.057	
Total Over all Rating			9.000	29.000	20.670	24.140	
Final Average Rating			3.000	4.500	3.963	4.024	
Adjectival Rating	VERY SATISFACTORY						
Comments and Recommendations for Development Purposes <i>With initiative to improve her function as Unit head under the CDS. Recommended for promotion.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
 IVY MICHAEL D. MACALALAG Employee	FEB 03 2022	I certify that I discussed my assessment of the performance with the employee  ARABELLE JOY O. TAMAYOSA In-charge ADMIN Unit	FEB 07 2022	I certify that I discussed my assessment of the performance with the employee  ALMA E. GIBE OIC, CENRO	FEB 07 2022		

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

Name: IVY MIGZYLO E. MACALALAG					Section: Conservation and Development Section			
Position: Forester I					Division: Forest Management Division			
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	√			Travel Order #2021-2651	NGP-PMS	Monitoring Activities of seedling production	Monitor the seedling production of the engp Partners./Stakeholders at Bulalacao, Oriental Mindoro	4 days including travel time
	√			Travel Order #2021-2640	Soil Conservation and Watershed Instrumentation (IWMP)	Consultation Activity on Cavilian Watershed	Assist the conduct of the Integrated Watershed Management Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
	√			Travel Order #2021-2695	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrf facilitates. Monitor the number of animals rehabilitated and rescued in the wrf located at So.Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
	√			Travel Order #2021-069	Soil Conservation and Watershed Instrumentation (IWMP)	Conducted Meetings/Seminars	Assist the conduct of the Integrated Watershed Management Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
	√			Travel Order #2021-071	Cave Management Resources	Conducted Meetings/Seminars	Conducted Cave Assessment including flora and fauna vegetation at Bongabong, Or. Mdo	3 days including travel time
			√		MEMORANDUM	Reports on Protected Areas Coastal and Management Unit	Consolidation of reports	Every Monday
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)								

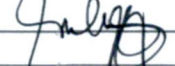
Signature if the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: _____

JOSE T. MONTECALVO
EMS II/Chief, CDS

Name: IVY MIGZYLO E. MACALALAG					Section: Conservation and Development Section			
Position: Forester I					Division: Forest Management Division			
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	√			Travel Order #2021-077	Soil Conservation and Watershed Instrumentation	Watershed Characterization and Vulnerability Assessment	Conducted house to house interview for adaptive capacity of Cavilian Watershed Characterization and Vulnerability Assessment	4 days including travel time
	√			Travel Order #2021-132	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrc facilitates. Monitor the number of animals rehabilitated and rescued in the wrc located at So.Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
	√			Travel Order #2021-2901	NGP-PMS	Monitoring Activities of seedling production	Monitor the seedling production of the engp Partners./Stakeholders at Bulalacao, Oriental Mindoro	4 days including travel time
	√		Wildlife Resource Conservation		Monitoring Activities of Marine Turtle Nesting Site	Conducted monitoring activities on the marine turtle nesting sites within the administrative jurisdiction of the CENRO	3 days including travel time	
	√			Travel Order #2021-2963	Soil Conservation and Watershed Instrumentation (IWMP)	Monitoring Activity of the Wildlife Rescue Center	Assist the conduct of the Integrated Watershed Management Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		MEMORANDUM	Reports on Protected Areas Coastal and Management Unit	Consolidation of reports
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature if the Employee: 
Date Accomplished: _____


Verified by the Immediate Supervisor: JOSE T. MONTECALVO
EMS II/Chief, CDS

Name: IVY MIGZYLO E. MACALALAG					Section: Conservation and Development Section			
Position: Forester I					Division: Forest Management Division			
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	✓			Travel Order #2021-2160	NGP-PMS	Monitoring Activities of seedling production	Monitor the seedling production of the engp Partners./Stakeholders at Bulalacao, Oriental Mindoro	4 days including travel time
	✓			Travel Order #2021-2238	Soil Conservation and Watershed Instrumentation (IWMP)	Consultation Activity on Cavilian Watershed	Assist the conduct of the Integrated Watershed Management Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
	✓			Travel Order #2021-2494	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrc facilitates. Monitor the number of animals rehabilitated and rescued in the wrc located at So.Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
	✓			Travel Order #2021-2651	Soil Conservation and Watershed Instrumentation (Watershed Characterization)	Watershed Characterization and Vulnerability Assessment	Conducted house to house interview (7) seven barangays for adaptive capacity of Cavilian Watershed Characterization at Bulalacao, Or. Mdo	4 days including travel time
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		MEMORANDUM	Reports on Protected Areas Coastal and Management Unit	Consolidation of reports
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: 
JOSE T. MONTECALVO
EMS-II/Chief, CDS

Name: IVY MIGZYLO E. MACALALAG					Section: Conservation and Development Section			
Position: Forester I					Division: Forest Management 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	√			Travel Order #2021-3279	NGP-PMS	Monitoring Activities of Plantation Establishment	Monitor the Plantation Establishment of eNGP CY 2021 at Bulalacao, Oriental Mindoro	4 days including travel time
	√			Travel Order #2021-3364	Soil Conservation and Watershed Instrumentation (IWMP)	Consultation Activity on Bongabong Watershed	Assist the conduct of the Integrated Watershed Management Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
	√			Travel Order #2021-3614	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrc facilitates. Monitor the number of animals rehabilitated and rescued in the wrc located at So.Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		MEMORANDUM	Reports on Protected Areas Coastal and Management Unit	Consolidation of reports	Every Monday
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: _____

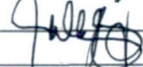
Verified by the Immediate Supervisor: 
JOSE T. MONTECALVO
EMS U/Chief, CDS

Name: IVY MIGZYLO E. MACALALAG					Section: Conservation and Development Section			
Position: Forester I					Division: Forest Management Division			
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	√			Travel Order #2021-3660	NGP-PMS	Monitoring Activities Plantation Activities	Monitor the Plantation Establishmentengp Partners./Stakeholders at Bulalacao, Oriental Mindoro	4 days including travel time
	√			Travel Order #2021-3868	Wildlife Resource Conservation	Monitoring Activity of the Marine Turtle Nesting Site	Conducted monitoring activity of marine turtle nesting sites and monitoring the improvement of wildlife rescue center in Mansalay at Bulalacao.	3 days including travel time
	√			Travel Order #2021-4315	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrc facilitates. Monitor the conduct of signage constructions at wildlife rescu center	3 days including travel time
	√			Travel Order #2021-4336	Soil Conservation and Watershed Instrumentation (IWMP)	Consultation meetings on IWMP	Assist the conduct of the Integrated Watershed Managemnent Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		MEMORANDUM	Reports on Protected Areas Coastal and Management Unit	Consolidation of reports
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Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: 
JOSE T. MONTECALVO
EMS II/Chief, CDS

Name: IVY MIGZYLO E. MACALALAG					Section: Conservation and Development Section			
Position: Forester I					Division: Forest Management Division			
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	✓			Travel Order #2021-2160	NGP-PMS	Monitoring Activities of seedling production	Monitor the seedling production of the engp Partners./Stakeholders at Bulalacao, Oriental Mindoro	4 days including travel time
	✓			Travel Order #2021-2238	Soil Conservation and Watershed Instrumentation (IWMP)	Consultation Activity on Cavilian Watershed	Assist the conduct of the Integrated Watershed Management Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
	✓			Travel Order #2021-2494	Wildlife Resource Conservation	Monitoring Activity of the Wildlife Rescue Center	Monitor the animals rehabilitated and rescue on the wildlife rescue center as well as the wrc facilitates. Monitor the number of animals rehabilitated and rescued in the wrc located at So.Banti, Brgy. San Roque, Bulalacao, Or. Mdo.	3 days including travel time
	✓			Travel Order #2021-2651	Soil Conservation and Watershed Instrumentation (IWMP)	Monitoring Activity of the Wildlife Rescue Center	Assist the conduct of the Integrated Watershed Management Plan of Bongabong Watershed at Bongabong, Or. Mdo.	3 days including travel time
			✓		MEMORANDUM	Reports on Protected Areas Coastal and Management Unit	Consolidation of reports	Every Monday
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Signature if the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: 
JOSE T. MONTECALVO
EMS W/Chief, CDS