

B. Individual Performance Commitment and Review Form






INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JERRY R. MANUCAY, 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.

Ratee:

Date:

JERRY R. MANUCAY

Reviewed by:  JOSE T. MONTECALVO Sector Head	Date:	Approved by:  ALMA E. GIBE OIC-CENRO	Date:
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating Q1 E2 T3 A4
GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)			
Submission of Individual SALN	One (1) Statement of Assrts 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 submit 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
Total Overall Rating			14.000 22.500 20.701 20.400
Final Average Rating			3.500 4.500 4.140 4.080
Adjectival Rating			VERY SATISFACTORY
Comments and Recommendations for Development Purposes <i>Very efficient employee in performing his duties & responsibilities. Respected of his supervisor</i>			
Discussed with	Date	Assessed by:	Date
 JERRY R. MANUCAY Employee	FEB. 03, 2022	I certify that I discussed my assesment of the performance with the employee  ARABELLE JOY V. TAMAYOSA In-Charge, Administrative Unit	FEB 07 2022
		 ALMA E. GIBE OIC-CENRO	FEB 07 2022

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

Name: Jerry R. Manucay				Section: Conservation and Development 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
	√		√		CSC & Inventory Maps	Map Digitization	Prepared CSC Maps, Inventory & Other Reports	5 days
	√			Travel Order # 2021-2670	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. Cupang of Brgy Teresita & Brgy Waygan, Mansalay, Oriental Mindoro.	2 days
	√			Travel Order # 2021-2698	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
	√			Travel Order # 2021-2689	CSC Performance Evaluation and Assessment	CSC Performance Evaluation and Assessment	Conducted coordination meeting and performance evaluation and assessment with LGU & CSC holders at So. Cupang of Brgy Waygan, Mansalay, Oriental Mindoro.	3 days
	√			Travel Order # 2021-007	CBFM Monitoring & CSC Performance Evaluation and Assessment	Monitoring of Tenurial 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 tenurial instruments located at Sitio Abintang, Brgy Nasucob, Bulalacao, Oriental Mindoro.	2 days
	√			Travel Order # 2021-058	Watershed Characterization and Vulnerability Assessment & Resurveying of Tenurial Instruments	Watershed Meeting & Orientation & Distribution of Final Copy of Resurveying of Tenurial Instruments	Participated in the Watershed Characterization Workshop and Vulnerability Assessment of Cavillan Watershed at Bulalacao and distributed final copy of the result in the resurveying of STANLEY and FORSIHAMA CBFM.	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: Jerry R. Manucay				Section: Monitoring and Enforcement Section				
Position: Forest Technician II				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	√		√		CSC Maps	Map Digitization	Prepared CSC Maps & Other Reports	9 days
	√			Travel Order # 2021-105	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
	√			Travel Order # 2021-118	CBFMA Monitoring	CBFMA Monitoring of PHM CBFMA	Coordination meeting and Monitoring of PHM CBFMA at Brgy. Benli, Bulalacao, Oriental Mindoro.	3 days
	√			Travel Order # 2021-2905	Communal Forest Evaluation and Assessment	Communal Forest Evaluation and Assessment	Coordinated Bongabong LGU for assistance and conducted assessment and evaluation and assessment of Communal forest at Brgy. Bukal, Bongabong, Oriental Mindoro.	3 days
	√			Travel Order # 2021-2975	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
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, ODS

Name: Jerry R. Manucay				Section: Conservation and Development Section				
Position: Forest Technician II				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	√		√		CSC & Tree Inventory	CSC , Tree Inventory Map & Other Reports	Prepared CSC Maps & Inventory Report	7 days
	√			Travel Order # 2021-3005	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
	√			Travel Order # 2021-3105	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
	√			Travel Order # 2021-3144	CRMF-FYWP Formulation & Monitoring of Tenorial Instrument	CRMF-FYWP FORMULATION and CBFMA Monitoring of MAPALAD CBFMA	Coordination meeting with MAPALAD CBFM PO for CRRF-FYWP Formulation and monitoring of area development within CBFMA located at Brgy Nasucob, Bulalacao, Oriental Mindoro.	3 days
	√			Travel Order # 2021-	CRMF-FYWP Formulation & Watershed Characterization & Vulnerability Assessment	CRMF-FYWP Formulation of MAPALAD CBFM & Watershed Characterization & Vulnerability Assessment OF Cavillan Watershed	Conducted meeting with MAPALAD CBFM PO Officers & Members for CRRF-FYWP Formulation and conducted house interview for Cavillan Watershed Characterization	3 days
	√			Travel Order # 2021-3260	Watershed Characterization & Vulnerability Assessment	Watershed Characterization & Vulnerability Assessment OF Cavillan Watershed	Conducted house to house interview for the preparation of Cavillan Watershed Characterization & vulnerability assessment	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Official Business @ PENRO (Job Promotion Examination)	September 6, 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
ECCMS II, Chief, CDS

Name: Jerry R. Manucay					Section: Conservation and Development 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
	√		√		CSC & Tree Inventory	CSC , Tree Inventory Map & Other Reports	Prepared CSC Maps & Inventory Report	8 days
	√			Travel Order # 2021-3260	Watershed Characterization & Vulnerability Assessment	Watershed Characterization & Vulnerability Assessment OF Cavillan Watershed	Conducted house to house interview for the preparation of Cavillan Watershed Characterization & vulnerability assessment	1 day
	√			Travel Order # 2021-3299	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
	√			Travel Order # 2021-3389	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.	3 days
	√			Travel Order # 2021-3603	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
	√			Travel Order # 2021-3638	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.	3 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)								

Signature of the Employee: _____

Date Accomplished: _____

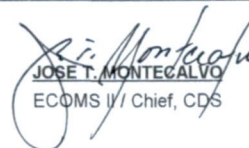
Verified by the Immediate Supervisor: _____


JOSE T. MONTECALVO
ECOMS II / Chief, CDS

Name: Jerry R. Manucay				Section: Conservation and Development 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			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 & Tree Inventory	CSC , Tree Inventory Map & Other Reports	Prepared CSC Maps & Inventory Report	8 days
	√			Travel Order # 2021-3669	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
	√			Travel Order # 2021-3872	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
	√			Travel Order # 2021-4313	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.	3 days
	√			Travel Order # 2021-4343	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-FYWP 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 Official Business (MAPALAD CBFM)	November 1, 15, & 30, 2021 November 29, 2021	3 days 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: Jerry R. Manucay				Section: Conservation and Development Section				
Position: Forest Technician II				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	✓		✓		CRMF & Tree Inventory	CRMF , Tree Inventory Map & Other Reports	Prepared CRMF Maps & Inventory Report	6 days
	✓			Travel Order # 2021- 4400	CRMF-FYWP Formulation	CRMF-FYWP FORMULATION of MAPALAD CBFMA	Conducted ratification regarding Community Resource Management Framework and Five year Work Plan within MAPALAD CBFMA located at Brgy Nasucob, Bulalacao, Oriental Mindoro.	2 days
	✓			Travel Order # 2021-	CRMF-FYWP Formulation	CRMF-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.	2 days
	✓			Travel Order # 2021-4109	Oath Taking & Orientation of Newly Promoted DENR Personnel	Attendance in Manila for Oath Taking & Orientation of Newly Promoted DENR Personnel	Attended in the conduct of oath taking ceremonies and Newly Appointed and Promoted Personnel of PENRO-Oriental Mindoro on Dec 13-14,2021 in Manila as per Regional Special Order No. 454 series of 2021.	2 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Holiday Official Business (MAPALAD CBFM) & PENRO 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 24, 27,28,29 &31, 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