



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **RODEL M. MONTEALEGRE**, 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:

RODEL M. MONTEALEGRE



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 36 Residential Free Patent Applications within Twenty-Six (26) days upon receipt of applications: 15 January to June, 2021 and 21 July to December, 2021 with 100% accuracy	Prepared and posted notices of 16 Residential Free Patent Applications within 20 days upon receipt of applications:	1.849	1.849	4.000	2.566	
	Conducted Investigation of 36 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 16 Residential Free Patent Application and Prepared Investigation Report and Forwarded to Land Management Officer I	1.849	1.849	4.000	2.566	
Total Over-all Rating			3.698	8.698	13.000	10.132	
Final Average Rating			1.849	2.899	4.333	3.377	
Adjectival Rating			SATISFACTORY				

Comments and Recommendation for Development Purposes

With dedication in his assign tasks. Recommended for promotion.

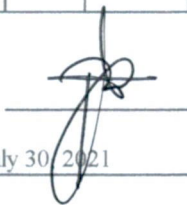
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 RODEL M. MONTEALEGRE LMO II/DPLI	FEB. 03, 2022	I certify that I discussed my assessment of the performance with the employee ARABELLE JOY V. TAMAYOSA FT I/In-Charge Admin	FEB 07 2022	 ALMA E. GIBE DMO V/OIC-CENRO	FEB 07 2022

IPCR - Legend: 1-Quantity 2-Efficiency 3-Timeliness 4-Average

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Section			
Position: Land Management Officer II					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	Submit the accomplished Daily Time Record to Administrative Section	1 day
			✓		Communications Referred	Documents referred	Acted upon the referred documents	daily as needed
			✓		Notice of Application	Prepare and post Notices of Residential Free Patent	Prepared and posted Notices of Residential Free Patent	as needed
			✓		Investigation	Conduct of Investigation of Residential Free Patent Applications	Conducted Investigation of Residential Free Patent Applications	as needed
			✓		Investigation Report	Prepare Investigation Report after the conduct of investigation	Prepared Investigation Report after the conduct of investigation	as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-2995	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos regarding the request and issuance of Survey Authority from Felixberto Rimón	Travel to Poblacion, Bulalacao, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos regarding the request and issuance of Survey Authority from Felixberto Rimón (July 1-2, 2021)	2 days including travel time
				TO # 2021-2996	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos regarding the request and issuance of Survey Authority from Francisco dela Cruz	Travel to Nasucob, Bulalacao, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos regarding the request and issuance of Survey Authority from Francisco dela Cruz (July 6-7, 2021)	2 days including travel time
				TO # 2021-2996	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos regarding the request and issuance of Survey Authority from Emmanuel Contreras	Travel to Poblacion, Bulalacao, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos regarding the request and issuance of Survey Authority from Emmanuel Contreras (July 8-9, 2021)	2 days including travel time
				TO # 2021-2998	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos regarding the request and issuance of Survey Authority from Aquilino delos Santos	Travel to Balatasan, Bulalacao, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos regarding the request and issuance of Survey Authority from Aquilino delos Santos (July 13, 2021)	1 day including travel time
				TO # 2021-2998	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos regarding the request and issuance of Survey Authority from Donata Ojeno	Travel to San Juan, Bulalacao, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos regarding the request and issuance of Survey Authority from Donata Ojeno (July 14-15, 2021)	2 days including travel time

	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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021- 2997	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos regarding the request and issuance of Survey Authority from Cherry N. Rivera	Travel to Libertad, Bongabong, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos regarding the request and issuance of Survey Authority from Cherry N. Rivera (July 22, 2021)	1 day including travel time
				TO # 2021- 2999	Public Land Applications	Acceptance of public land applications	Travel to Poblacion, Bongabong, Oriental Mindoro and accepted public land applications (July 28, 2021)	1 day including travel time
				TO # 2021- 2999	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos regarding the request and issuance of Survey Authority from Bayani Aquino	Travel to Pulosahi, Bongabong, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos regarding the request and issuance of Survey Authority from Bayani Aquino (July 29-30, 2021)	2 days including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)					On-Leave		July 16, 19, and 26, 2021	3 days
					Holiday (Eid Al-Adha)		July 20, 2021	1 day
					Work Suspension due to Weather		July 23, 2021	1 day

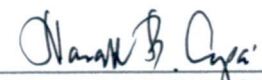
Signature of the Employee:



Date Accomplished:

July 30, 2021

Verified by the Immediate Supervisor:


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

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Section			
Position: Land Management Officer II					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	Submit the accomplished Daily Time Record to Administrative Section	1 day
			✓		Communications Referred	Documents referred	Acted upon the referred documents	daily as needed
			✓		Notice of Application	Prepare and post Notices of Residential Free Patent	Prepared and posted Notices of Residential Free Patent	as needed
			✓		Investigation	Conduct of Investigation of Residential Free Patent Applications	Conducted Investigation of Residential Free Patent Applications	as needed
			✓		Investigation Report	Prepare Investigation Report after the conduct of investigation	Prepared Investigation Report after the conduct of investigation	as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-3349	Ocular Inspection	Conduct of ocular inspection for Lot No. 168, Pls-417-D, Bulalacao Public Land Subdivision of Mr. Francisco dela Cruz for issuance of Survey Authority	Travel to Nasucob, Bulalacao, Oriental Mindoro and conducted ocular inspection for Lot No. 168, Pls-417-D, Bulalacao Public Land Subdivision of Mr. Francisco dela Cruz for issuance of Survey Authority (August 3-6, 2021)	4 days including travel time
				TO # 2021-3350	Ocular Inspection	Conduct of ocular inspection for Lot No. 2523, Pls-417-D, Bulalacao Public Land Subdivision of Mr. Aquilino delos Santos for issuance of Survey Authority	Travel to Balatasan, Bulalacao, Oriental Mindoro and conducted ocular inspection for Lot No. 2523, Pls-417-D, Bulalacao Public Land Subdivision of Mr. Aquilino delos Santos for issuance of Survey Authority (August 10-13, 2021)	4 days including travel time
				TO # 2021-3352	Public Land Applications	Accept public land applications for the approved plan Csd-4B-003421	Travel to K.I., Poblacion, Bongabong, Oriental Mindoro and accepted public land applications for the approved plan Csd-4B-003421 (August 17-18, 2021)	2 days including travel time
				TO # 2021-3352	Ocular Inspection	Conduct of ocular inspection and identification of creek as requested by the Sangguniang Barangay of Masaguisi, Bongabong, Oriental Mindoro	Travel to Masaguisi, Bongabong, Oriental Mindoro and conducted ocular inspection and identification of creek as requested by the Sangguniang Barangay of Masaguisi, Bongabong, Oriental Mindoro (August 19-20, 2021)	2 days including travel time
				TO # 2021-3353	Ocular Inspection	Conduct of inspection of proposed site of PNO-Maritime Group	Travel to Sitio Dalapian, Labasan, Bongabong, Oriental Mindoro and conducted inspection of proposed site of PNO-Maritime Group (August 24-27, 2021)	4 days including travel time

	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
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						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. CAPACIO

Land Management Officer III/Chief, RPS

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Section			
Position: Land Management Officer II					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	Submit the accomplished Daily Time Record to Administrative Section	1 day
			✓		Communications Referred	Documents referred	Acted upon the referred documents	daily as needed
			✓		Notice of Application	Prepare and post Notices of Residential Free Patent	Prepared and posted Notices of Residential Free Patent	as needed
				TO # 2021-3378	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos on the public land applications filed	Travel to Maujao, Bulalacao, Oriental Mindoro and conducted ocular inspection and took geo-tagged photos on the public land applications filed (September 21-24, 2021)	4 days including travel time
			✓		Investigation Report	Prepare Investigation Report after the conduct of investigation	Prepared Investigation Report after the conduct of investigation	as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-3377	Coordination with Local Government Unit	Coordinate with the Municipal Local Government Unit of Bongabong, Oriental Mindoro regarding the request for Zoning Certificate as a requirement for the public land applications	Travel to Poblacion, Bongabong, Oriental Mindoro and coordinated with the Municipal Local Government Unit of Bongabong, Oriental Mindoro regarding the request for Zoning Certificate as a requirement for the public land applications (September 8, 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
				TO # 2021-3377	Ocular Inspection	Conduct of ocular inspection as requested by Hon. Jeromy Dugmoc	Travel to KI, Poblacion, Bongabong, Oriental Mindoro and conducted ocular inspection as requested by Hon. Jeromy Dugmoc (September 9-10, 2021)	2 days including travel time
				TO # 2021-3376	Public Land Applications	Acceptance of public land applications	Travel to Maujao, Bulalacao, Oriental Mindoro and accepted public land applications (September 14-17, 2021)	4 days including travel time
				TO # 2021-3374	Coordination with Local Government Unit	Coordinate with the Barangay Local Government Unit of Maujao, Bulalacao, Oriental Mindoro regarding the Pagpapatunay and Certification from Hon. Roger Evangelio for the public land applications filed	Travel to Maujao, Bulalacao, Oriental Mindoro and coordinated with the Barangay Local Government Unit regarding the Pagpapatunay and Certification from Hon. Roger Evangelio for the public land applications filed (September 28-30, 2021)	3 days including travel time

	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
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						On-Leave	September 2-3, 2021	2 days

Signature of the Employee:



Date Accomplished:

September 30, 2021

Verified by the Immediate Supervisor:


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

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Section			
Position: Land Management Officer II					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	Submit the accomplished Daily Time Record to Administrative Section	1 day
			✓		Communications Referred	Documents referred	Acted upon the referred documents	daily as needed
			✓		Notice of Application	Prepare and post Notices of Residential Free Patent	Prepared and posted Notices of Residential Free Patent	as needed
			✓		Investigation	Conduct of Investigation of Residential Free Patent Applications	Conducted Investigation of Residential Free Patent Applications	as needed
			✓		Investigation Report	Prepare Investigation Report after the conduct of investigation	Prepared Investigation Report after the conduct of investigation	as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-3374	Coordination with Local Government Unit	Coordinate with the Barangay Local Government Unit of Maujao, Bulalacao, Oriental Mindoro regarding the Pagpapatunay and Certification from Hon. Roger Evangelio for the public land applications filed	Travel to Maujao, Bulalacao, Oriental Mindoro and coordinated with the Barangay Local Government Unit regarding the Pagpapatunay and Certification from Hon. Roger Evangelio for the public land applications filed (October 1, 2021)	1 day
				TO # 2021-3275	Public Land Survey	Assist in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-R and 1281-S, Csd-4B-000196-D as per approved Survey Order No. 2021-009	Travel to San Francisco, Bulalacao, Oriental Mindoro and assisted in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-R and 1281-S, Csd-4B-000196-D as per approved Survey Order No. 2021-009 (October 5-8, 2021)	4 days including travel time
				TO # 2021-3902	Ocular Inspection	Conduct of ocular inspection of Lot No. 2523, Pls-417-D and Lot No. 13, Pls-395-D of Aquilino dela Cruz and Feliberto Rimón, respectively, for issuance of Survey Authority	Travel to Balatasan and Campaasan, Bulalacao, Oriental Mindoro and conducted ocular inspection of Lot No. 2523, Pls-417-D and Lot No. 13, Pls-395-D of Aquilino dela Cruz and Feliberto Rimón, respectively, for issuance of Survey Authority (October 12-15, 2021)	4 days including travel time
				TO # 2021-3901	Ocular Inspection	Conduct of ocular inspection of the area claimed by Ranie Dablo	Travel to San Francisco, Bulalacao, Oriental Mindoro and conducted ocular inspection of the area claimed by Ranie Dablo (October 20-21, 2021)	2 days including travel time
				TO # 2021-3587	Ocular Inspection	Conduct of ocular inspection of Lot No. 1348, Pls-138 for issuance of Survey Authority in favor of Loralyn D. Lavarias	Travel to Dayhagan, Bongabong, Oriental Mindoro and conducted ocular inspection of Lot No. 1348, Pls-138 for issuance of Survey Authority in favor of Loralyn D. Lavarias (October 26-29, 2021)	4 days including travel time

	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
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)				TO # 2021- 3901	Panel Interview	Attendance to the scheduled interview for SG-15 and above positions in compliance with the Memorandum dated October 14, 2021	Travel to PENRO-Oriental Mindoro, Suqui, Calapan City, Oriental Mindoro and attended the scheduled interview for SG-15 and above positions in compliance with the Memorandum dated October 14, 2021 (October 18-19, 2021)	2 days including travel time

Signature of the Employee:

Date Accomplished:

October 29, 2021

Verified by the Immediate Supervisor:


NANETTE B. CAPACIO

Land Management Officer III/Chief, RPS

Name: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Section			
Position: Land Management Officer II					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	Submit the accomplished Daily Time Record to Administrative Section	1 day
			✓		Communications Referred	Documents referred	Acted upon the referred documents	daily as needed
			✓		Notice of Application	Prepare and post Notices of Residential Free Patent	Prepared and posted Notices of Residential Free Patent	as needed
				TO # 2021-4367	Ocular Inspection and Geo-tagged Photos	Conduct of ocular inspection and take geo-tagged photos on the applications filed	Travel to Maujao, Bulalacao, Oriental Mindoro and conducted ocular inspection and take geo-tagged photos on the applications filed (November 9-10, 2021)	2 days including travel time
			✓		Investigation Report	Prepare Investigation Report after the conduct of investigation	Prepared Investigation Report after the conduct of investigation	as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-3900	Ocular Inspection	Conduct of ocular inspection on the proposed construction of slope protection with embankment as requested by Barangay Captain Venurzaida Sarmiento	Travel to Aplaya, Bongabong, Oriental Mindoro and conducted ocular inspection on the proposed construction of slope protection with embankment as requested by Barangay Captain Venurzaida Sarmiento (November 3-5, 2021)	3 days including travel time
				TO # 2021-4367	Public Land Survey	Assist in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-R and 1281-S, Csd-4B-000196-D as per approved Survey Order No. 2021-009	Travel to San Francisco, Bulalacao, Oriental Mindoro and assisted in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-R and 1281-S, Csd-4B-000196-D as per approved Survey Order No. 2021-009 (November 11-12, 2021)	2 days including travel time
				TO # 2021-4308	Public Land Survey	Assist in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-N and 1281-O, Csd-4B-000196-D as per approved Survey Order No. 2021-009	Travel to San Francisco, Bulalacao, Oriental Mindoro and assisted in the conduct of Public Land Subdivision (PLS) Survey of Lot No. 1281-N and 1281-O, Csd-4B-000196-D as per approved Survey Order No. 2021-009 (November 16-19, 2021)	4 days including travel time
				TO # 2021-4403	Ocular Inspection	Conduct of ocular inspection as requested by Mr. Domingo Ogacio	Travel to Bukal, Bongabong, Oriental Mindoro and conducted ocular inspection as requested by Mr. Domingo Ogacio (November 23, 2021)	1 day including travel time
				TO # 2021-4403	Ocular Inspection	Conduct of ocular inspection as requested by Ms. Lupe Sulit	Travel to Aplaya, Bongabong, Oriental Mindoro and conducted ocular inspection as requested by Ms. Lupe Sulit (November 24, 2021)	1 day including travel time
				TO # 2021-4403	Ocular Inspection	Conduct of ocular inspection as requested by Mr. Edgar Magbanua	Travel to Carmundo, Bongabong, Oriental Mindoro and conducted ocular inspection as requested by Mr. Edgar Magbanua (November 25-26, 2021)	2 days including travel time

	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
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

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: RODEL M. MONTEALEGRE					Section: Regulation and Permitting Section			
Position: Land Management Officer II					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	Submit the accomplished Daily Time Record to Administrative Section	1 day
			✓		Communications Referred	Documents referred	Acted upon the referred documents	daily as needed
			✓		Notice of Application	Prepare and post Notices of Residential Free Patent	Prepared and posted Notices of Residential Free Patent	as needed
			✓		Investigation	Conduct of Investigation of Residential Free Patent Applications	Conducted Investigation of Residential Free Patent Applications	as needed
			✓		Investigation Report	Prepare Investigation Report after the conduct of investigation	Prepared Investigation Report after the conduct of investigation	as needed
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021-4394	Ocular Inspection	Conduct of ocular inspection of the area being contested by Mrs. Nelcy Claud and Maricel Bariata	Travel to Orocnama, Bongabong, Oriental Mindoro and conducted ocular inspection of the area being contested by Mrs. Nelcy Claud and Maricel Bariata (December 1, 2021)	1 day including travel time
				TO # 2021-4394	Ocular Inspection	Conduct of ocular inspection on the areas occupied by different applicants inside Lot No. 51, Csd-04-000574	Travel to Sagana, Bongabong, Oriental Mindoro and conducted ocular inspection on the areas occupied by different applicants inside Lot No. 51, Csd-04-000574 (December 2-3, 2021)	2 days including travel time
				TO # 2021-4475	Public Land Survey	Assist in the conduct of Public Land Survey on Lot No. 342, Pls-417-D, Bulalacao Public Land Subdivision	Travel to Budburan, Bulalacao, Oriental Mindoro and assisted in the conduct of Public Land Survey on Lot No. 342, Pls-417-D, Bulalacao Public Land Subdivision (December 7-8, 2021)	2 days including travel time
				TO # 2021-4475	Presidential Proclamation	Assist in the conduct of actual survey for the Presidential Proclamation request of the 4th Infantry (Scorpion) Battalion, 2ID, Philippine Army	Travel to Cambunang, Bulalacao, Oriental Mindoro and assisted in the conduct of actual survey for the Presidential Proclamation request of the 4th Infantry (Scorpion) Battalion, 2ID, Philippine Army (December 9-10, 2021)	2 days including travel time
				TO # 2021-4547	Foreshore Lands Inventory	Conduct of inventory of users of foreshore lands in compliance with PENRO Special Order No. 2021-107 dated December 10, 2021	Travel within the Municipality of Bongabong, Oriental Mindoro and conducted inventory of users of foreshore lands in compliance with PENRO Special Order No. 2021-107 dated December 10, 2021 (December 14-16, 2021)	3 days including travel time

	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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO # 2021- 4636	Foreshore Lands Inventory	Conduct of inventory of users of foreshore lands in compliance with PENRO Special Order No. 2021-107 dated December 10, 2021	Travel within the Municipality of Bongabong, Oriental Mindoro and conducted inventory of users of foreshore lands in compliance with PENRO Special Order No. 2021-107 dated December 10, 2021 (December 21-24, 2021)	4 days including travel time
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						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 30, 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