

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **JOSE T. MONTECALVO**, 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 **July to December, 2021**.

Ratee:
Date:

Jose T. Montecalvo
JOSE T. MONTECALVO

Reviewed by:	Date:	Approved by:	Date:
		<i>ALMA E. GIBE</i> ALMA E. GIBE OIC-CENRO	
Head of Office			

OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support							
Budget Utilization Rate	100% of allotment under Conservation and Development Section utilized (All billing documents submitted to PENRO) by December 10, 2021	100% of allotment under Conservation and Development Section utilized (All billing documents submitted to PENRO) by December 10, 2021	3.000	5.000	3.000	3.667	Obligation BUR
	30% of prior year's audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Year's Recommendations (Part III) by the end of September 2021	30% of prior year's audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Year's Recommendations (Part III) by the end of September 2021	5.000		1.000	3.000	
	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period with 100% accuracy					Rated on 1st sem
	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period with 100% accuracy					Rated on 1st sem
	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 15, 2021					Rated on 1st sem
Preparation and Submission of IPCR	One (1) IPCR (commitment based on aproved OPCR submitted to Admin Section on prescribed period	One (1) IPCR (commitment based on aproved OPCR submitted to Admin Section on prescribed period with 100% accuracy					Rated on 1st 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 partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt		5.000	3.000	4.000	
SUPPORT TO OPERATIONS							
	100% of completed MDE Forms and information including GIS maps, agreements, area development of all existing tenures submitted to FIS Focal on December 15, 2021	100% of completed MDE Forms and information including GIS maps, agreements, area development of all existing tenures submitted to FIS Focal on December 15, 2021	3.000	3.000	3.000	3.000	

Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month	Six (6) Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month		4.500	3.000	3.750	
	One (1) CRMF with 5 year work plan and generated map submitted to PENRO by end of November, 2021	One (1) CRMF with 5 year work plan and generated map submitted to PENRO on December 9, 2021		4.000	2.701	3.351	
	3,116 hectares of existing tenure clearly defined on the ground by end of June 2021	4,089.43 hectares of existing tenure clearly defined on the ground by end of June 2021	5.000	5.000	3.000	4.333	
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM							
	15% of 10,728.24 has. Of open- access/ untenured lands of public domain placed under appropriate management arrangements/ tenure submitted to PENR Office on December 15, 2021	370 has. Of open- access/ untenured lands of public domain placed under appropriate management arrangements/ tenure submitted to PENR Office on December 15, 2021	1.444		5.000	3.222	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Protected Areas Development and Management	1 cave assessment report and recommended classification reviewed and submitted to CENRO based on DMC 2007-04 by the end of October 2021	1 cave assessment report and recommended classification reviewed and submitted to CENRO based on DMC 2007-04 by August 31, 2021		5.000	5.000	5.000	
Forest Development, Rehabilitation and Protection	Supervised the Establishment 300 hectares E-NGP plantation with atleast 85% survival rate	Supervised the Establishment 300 hectares E-NGP plantation with atleast 85% survival rate	3.000	5.000	5.000	4.333	
	Supervised the Maintenance and Protection of 300 hectares (2021 plantation establishment) with atleast 85% survival rate	Supervised the Maintenance and Protection of 300 hectares (2021 plantation establishment) with atleast 85% survival rate	3.000	5.000	5.000	4.333	
	Supervise the establishment of 70.0 hectares E-NGP Plantations with atleast 85% survival to include preparation of contracts and providing technical assistance to Partner Implementer and progress report of CENRO NGP Coordinator	Supervised the establishment of 70.0 hectares E-NGP Plantations with atleast 85% survival to include preparation of contracts and providing technical assistance to Partner Implementer and progress report of CENRO NGP	3.000	5.000	5.000	4.333	
	Supervise the Maintenance and Protection activities of 70.0 hectares ENGP Plantations with atleast 85% survival to include preparations of contracts and progress report of NGP CENRO Coordinator	Supervised the Maintenance and Protection activities of 70.0 hectares ENGP Plantations with atleast 85% survival to include preparations of contracts and progress report of NGP CENRO Coordinator	3.000	5.000	5.000	4.333	
Wildlife Resources 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	
Soil Conservation and Watershed Management	Supervised the Establishment of 50 cu.m Small Water Impounding System (SWIS) established based on TB 13-A by November, 2021	Supervised the Establishment of 42 cu.m Small Water Impounding System (SWIS) established based on TB 13-A December 6, 2021	2.800	2.800	2.800	2.800	

ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program)						
Watershed Characterization	One (1) Watershed Characterization with Vulnerability Assessment reviewed and submitted with report submitted to CENRO by the end of October 2021	One (1) Watershed Characterization with Vulnerability Assessment reviewed and submitted with report submitted to CENRO by the end of December 2021	3.000	4.500	1.000	2.833
Total Overall Rating			35.244	63.300	55.501	60.039
Final Average Rating			3.204	4.521	3.469	3.752
Adjectival Rating			SATISFACTORY			
Comments and Recommendations for Development Purposes <i>With leadership and willing to perform other tasks outside CDS.</i>						
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date	
<i>Jose Montecalvo</i> JOSE T. MONTECALVO HMS II/Chief, CDS Employee	FEB 04 2022	I certify that I discussed my assessment of the performance with the employee <i>Arabelle Joy V. Tamayosa</i> ARABELLE JOY V. TAMAYOSA In-Charge, Admin Unit Supervisor	FEB 07 2022	<i>Alma E. Gibe</i> ALMA E. GIBE OIC-CENRO Head of Office	FEB 07 2022	

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

Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS 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 or Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	√			Travel Order #2021-2658	NGP-PMS	Monitoring Activity of the National Greening Program	Monitored and Supervised the eNGP Cy 2021 Plantation Establishment within the administrative jurisdiction of CENRO Roxas.	3 days including travel time
	√			Travel Order #2021-2776	Soil Conservation and Watershed Instrumentation	Monitoring Activity on Water Users and Resources	Monitor and supervise the conduct of inventory of the water users and water sources.	3 days including travel time
	√			Travel Order #2021-2729	NGP-PMS	Monitoring Activity of the National Greening Program	Monitored and Supervised the eNGP Cy 2021 Plantation Establishment within the administrative jurisdiction of CENRO Roxas.	3 days including travel time
	√			Travel Order #2021-005	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 #2021-006	NGP-PMS	Monitoring Activity of the National Greening Program	Monitored and Supervised the eNGP Cy 2021 Plantation Establishment within the administrative jurisdiction of CENRO Roxas.	3 days including travel time	

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>		√		MEMORANDUM	Reports	Consolidation and submission of reports	Every Monday
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but other designations, functions and concurrent capacities)</i>		√		MEMORANDUM	Meetings/Consultation	Attended meetings/consultation regarding ENR Laws and Policies	1 day

Signature if the Employee: *Si. Montesa*

Date Accomplished: _____

Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS II					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August, 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
	√			Travel Order #2021-076	NGP-PMS	Monitoring Activity of the National Greening Program	Monitored and Supervised the eNGP Cy 2021 Plantation Establishment within the administrative jurisdiction of CENRO Roxas.	3 days including travel time
	√			Travel Order #2021-096	Soil Conservation and Watershed Instrumentation	Monitoring Activity on Water Users and Resources	Monitor and supervise the conduct of inventory of the water users and water sources.	3 days including travel time
	√			Travel Order #2021-2888	NGP-PMS	Communal Forest	Supervised the conduct of assessment and rehabilitation of all communal forest within the Municipality of Bongabong and 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	Consolidation and submission of reports	Every Monday
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		MEMORANDUM	Meetings/Consultation	Attended meetings/consultation regarding ENR Laws and Policies	1 day

Signature of the Employee: Jose Montecalvo

Date Accomplished: _____

Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS II					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: September, 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
	√			Travel Order #2021-3031	NGP-PMS	Monitoring Activity of the National Greening Program	Attended entry conference with COA Audit Team R4B-28-NGS-Cluster-8-B at DENR PENRO Or. Mdo	3 days including travel time
	√			Travel Order #2021-3101	Soil Conservation and Watershed Instrumentation	Monitoring Activity on Water Users and Resources	Monitor and supervise the conduct of inventory of the water users and water sources.	3 days including travel time
	√			Travel Order #2021-3121	NGP-PMS	Monitoring Activity of the National Greening Program	Supervised the conduct of assessment of damaged NGP graduated sites for enhancing planting within the administrative jurisdiction of CENRO Roxas	3 days including travel time
	√			Travel Order #2021-3239	Community Based Forest Management	Monitoring Activity of the CBFM	Supervised the conduct of community mapping and other planning activities of Community Resource Management Framework (CRMF) and five year work plan at Bulalacao, Or. Mdo	3 days including travel time
	√			Travel Order #2021-3256	Cave Management Resources	Cave Management Activity	Provide technical assistance on the conduct of Cave assessment at Bongabong	3 days including travel time
	√				NGP-PMS	Monitoring Activity of the National Greening Program	Supervised the validation of eNGP CY 2018 request for retention fee at Bongabong Or. Mdo	3 days including travel time

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>		√		MEMORANDUM	Reports	Consolidation and submission of reports	Every Monday
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but other designations, functions and concurrent capacities)</i>		√		MEMORANDUM	Meetings/Consultation	Attended meetings/consultation regarding ENR Laws and Policies	1 day

Signature of the Employee: _____

Date Accomplished: _____

R. Montecano

Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS 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
	√			Travel Order #2021-3291	NGP-PMS	Monitoring Activity of the National Greening Program	Monitored and Supervised the eNGP Cy 2021 Plantation Establishment within the administrative jurisdiction of CENRO Roxas.	3 days including travel time
	√				Soil Conservation and Watershed Instrumentation	Monitoring Activity on Watershed Characterization	Monitored and supervised the conduct of data gathering for the formulation of Cavilian Watershed Characterization and Vulnerability Assessment at Bulalacao	3 days including travel time
	√			Travel Order #2021-3383	Soil Conservation and Watershed Instrumentation	Integrated Watershed Management Plan	Supervised the conduct of meetings to the stakeholders about the Management Plan of Bongabong Watershed at Brgy.Orcunuma, Hagan and Lisap, Bongabong	3 days including travel time
	√				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 wrcc facilitates. Monitor the number of animals rehabilitated and rescued in the wrcc 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	Consolidation and submission of reports	Every Monday

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>		√		MEMORANDUM	Reports	Consolidation and submission of reports	Every Monday
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but other designations, functions and concurrent capacities)</i>		√		MEMORANDUM	Meetings/Consultation	Attended meetings/consultation regarding ENR Laws and Policies	1 day

Signature of the Employee: *J. Montecano*

Date Accomplished: _____

Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS II					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: November, 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
	√			Travel Order #2021-23982	NGP-PMS	Monitoring Activity of the National Greening Program	Monitored and Supervised the eNGP Cy 2021 Plantation Establishment within the administrative jurisdiction of CENRO Roxas.	3 days including travel time
					Soil Conservation and Watershed Instrumentation	Monitoring Activity on Water Users and Resources	Monitor and supervise the conduct of inventory of the water users and water sources.	3 days including travel time
	√			Travel Order #2021-4396	Community Based Forest Management	Learning Events/Mettings/Conference	Attended learning events on CBFM Pos organizational development skills enhancement at Bulalacao, Or. Mdo	3 days including travel time
					NGP-PMS	Monitoring Activity of the National Greening Program	Supervised and monitored the eNGP CY 2021 Plantation Establishments inspection within the administrative jurisdiction of CENRO Roxas.	4 days including travel time
	√			Travel Order #2021-2088	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	Consolidation and submission of reports	Every Monday

C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but other designations, functions and concurrent capacities)</i>		√		MEMORANDUM	Meetings/Consultation	Attended meetings/consultation regarding ENR Laws and Policies	1 day

Signature of the Employee: _____

Date Accomplished: _____

J. Montecano

Name: JOSE T. MONTECALVO					Section: Conservation and Development Section			
Position: EMS II					Division: Forest Management 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
	√			Travel Order #2021-4382	NGP-PMS	Monitoring Activity of the National Greening Program	Supervised and monitored the inspection of eNGP CY 2021 1st Cycle Maintenance and Protection at Barangay San Isidro. Bulalacao, Oriental Mindoro	3 days including travel time
	√			Travel Order #2021-1304	NGP-PMS	Meetings/Conference	Attended exit conference of COA Audit team regarding on the compliance on NGP and eNGP at Calapan, Or. Mdo	3 days including travel time
	√			Travel Order #2021-4114	NGP-PMS	Monitoring Activity of the National Greening Program	Monitor the maintenance and protection activities of the contractors / partners of Enhanced National Greening Program (ENGP) within the jurisdiction of CENRO Roxas office.	3 days including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		MEMORANDUM	Reports	Consolidation and submission 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: Jose Montecalvo

Date Accomplished: _____