

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MA. VICTORIA T. MONTELEJA**, of the **CENRO-Roxas, Or. Mindoro**, Division of **Monitoring and Enforcement 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:

Alma E. Gibe
MA. VICTORIA T. MONTELEJA

| | | | | | | |
|---|---|---|---|-------|-------------|-------------------------|
| Reviewed by: REYNALDO P. PUDIOUET | | Date: | Approved by: <i>Alma E. Gibe</i> | | Date: | |
| Immediate Supervisor: Chief Monitoring and Enforcement Section | | Head of Office: OIC-CENRO | | | | |
| OUTPUT | Success Indicators (Targets+Measures) | Actual Accomplishments | Rating | | | |
| | | | Q1 | E2 | T3 | A4 |
| General Administration and Support Services | | | | | | |
| Submission of Individual SALN | 1. One (1) Statement of Assets and Liabilities and Network (SALN) prepare and submit to Admin Officer within pre4scribed time with 100% accuracy | 1. One (1) Statement of Assets and Liabilities and Network (SALN) prepare and submit to Admin Officer within pre4scribed time with 100% accuracy | | | | Rated on First Semester |
| Submission of IPCR | 1. One (1) IPCR (Commitment) based on approved OPCR to be submitted to Admin Section on prescribed period | 1. One (1) IPCR (Commitment) based on approved OPCR to be submitted to Admin Section for the period of January to December, 2021 | | | | Rated on First Semester |
| Action on Documents/Requests | 100% of documents acted upon Simple documents- 7 working days upon receipt of office-Complete documents- 15 working days upon receipt of office | 100% of documents acted upon Simple documents- 7 working days upon receipt of office. Complete documents-15 working days upon receipt of Office | | 3.000 | 3.000 | 3.000 |
| Operations: Natural Resources Enforcement and regulations program | | | | | | |
| Support to full operationalization of Lawin System | Ensured recording of 120 kilometers patrol route within conservation area using Cybertracker, all observations made by thespotter and action taken described by the team leader upon consultation with the team with report submitted to chief, monitoring and Enfrocement section every 18th day of the month with 100% accuracy | Ensured recording of 169.318 kilometers patrol route within conservation area using Cybertracker, all observations made by thespotter and action taken described by the team leader upon consultation with the team with report submitted to chief, monitoring and Enfrocement section every 18th day of the month with 100% accuracy | 5.000 | 5.000 | 3.000 | 4.333 |
| Total Overall Rating | | | 5.000 | 8.000 | 6.000 | 7.333 |
| Final Average Rating | | | 5.000 | 4.000 | 3.000 | 3.667 |
| Adjectival Rating | | | SATISFACTORY | | | |
| Comments and Recommendations for Development Purposes <i>with dedication in performing her job & with initiative & respect to his supervisor.</i> | | | | | | |
| Discussed with | Date | Assessed by: | Final Rating by: | | Date | |
| <i>Alma E. Gibe</i> MA. VICTORIA T. MONTELEJA Forest Ranger Employee | FEB. 03, 2022 | I certify that I discussed my assesment of the performance with the employee <i>Arabelle Joy O. Tamafoza</i> ARABELLE JOY O. TAMAFOSA In-charge, Admin. Unit | <i>Alma E. Gibe</i> ALMA E. GIBE OIC, CENRO | | FEB 07 2022 | |

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

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|---------------------------------|---|
| Name: MA. VICTORIA T. MONTELEJA | Section: Monitoring and Enforcement Section |
| Position: Forest Ranger | Division: N/A |

MONTHLY ACCOMPLISHMENT MONITORING FORM for: JULY 1-31, 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 | | | | T.O. # 2021-2643 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro | 2 days |
| | | | | T.O. # 2021-2701 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro and Dangay, Roxas, Or. Mindoro | 3 days |
| | | | | T.O. # 2021-2683 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro and Dangay, Roxas, Or. Mindoro | 3 days |
| | | | | T.O. # 2021-016 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro. | 2 days |
| | | | | T.O. # 2021-053 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro. | 2 days |
| | | | | | | | | |
| B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets) | | | | | Permit | Prepare chainsaw permit | Prepared Chainsaw permit | |
| C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities) | | | | | | | | |

Signature of the Employee: Yulija

Date Accomplished: July 31, 2021

Verified by the Immediate Supervisor: **REYNALDO PUDIQUET**
Forester III Chief, MES

| Name: MA. VICTORIA T. MONTELEJA | | | | | Section: Monitoring and Enforcement Section | | | |
|---|-------------|------------------------------------|-------------|----------------------------|---|---|---|---------------|
| Position: Forest Ranger | | | | | Division: N/A | | | |
| MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 1-30, 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 | | | | T.O. # 2021-082 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro | 3 days |
| | | | | T.O. # 2021-121 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mindoro. | Travel at Hagan, Bongabong, Oriental Mindoro and Dangay, Roxas, Or. Mindoro | 3 days |
| | | | | T.O. # 2021-082 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro and Dangay, Roxas, Or. Mindoro | 3 days |
| | | | | T.O. # 2021-2959- | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro. | 3 days |
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| B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets) | | | | | Permit | Prepare chainsaw permit | Prepared Chainsaw permit | |
| C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities) | | | | | | | | |

Signature of the Employee: Helga

Verified by the Immediate Supervisor: REYNALDO PUDIQUET

Date Accomplished: August 30, 2021

Forester III/Chief, MES

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|---|-------------|------------------------------------|-------------|----------------------------|--|---|---|---------------|
| Name: MA. VICTORIA T. MONTELEJA | | | | | Section: Monitoring and Enforcement Section | | | |
| Position: Forest Ranger | | | | | Division: N/A | | | |
| MONTHLY ACCOMPLISHMENT MONITORING FORM for: SEPTEMBER 1-30, 2021 | | | | | | | | |
| A. TARGET-RELATED ACTIVITIES | 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 |
| | 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 |
| | | | | T.O. # 2021-3012 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro | 2 days |
| | | | | T.O. # 2021-3089 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mindoro. | Travel at Hagan, Bongabong, Oriental Mindoro and Dangay, Roxas, Or. Mindoro | 3 days |
| | | | | T.O. # 2021-3136 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro and Dangay, Roxas, Or. Mindoro | 3 days |
| | | | | T.O. # 2021-3147 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro. | 3 days |
| B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets) | | | | | Permit | Prepare Chainsaw Permit | Prepared Chainsaw Permit | |
| C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and | | | | | | | | |

Signature of the Employee: MA. VICTORIA T. MONTELEJA

Verified by the Immediate Supervisor: REYNALDO P. PUDIQUET

Date Accomplished: September 30, 2021

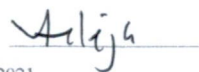
Forester III/Chief, MES

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|---------------------------------|---|
| Name: MA. VICTORIA T. MONTELEJA | Section: Monitoring and Enforcement Section |
| Position: Forest Ranger | Division: N/A |

MONTHLYLY ACCOMPLISHMENT MONITORING FORM for: OCTOBER 1-31, 2021

| | 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 | | | | T.O. # 2021-3286 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro | 3 days |
| | | | | T.O. # 2021-3395 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro and Dangay, Roxas, Or. Mindoro | 3 days |
| | | | | T.O. # 2021-3688 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro and Dangay, Roxas, Or. Mindoro | 3 days |
| | | | | T.O. # 2021-3644 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro. | 3 days |
| | | | | | Permit | Prepare Chainsaw Permit | Prepared Chainsaw Permit | |
| 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: October 31, 2021

Verified by the Immediate Supervisor: REYNALDO R. TUDIQUET

Forester III/Chief, MES

| Name: MA. VICTORIA T. MONTELEJA | | | | | Section: Monitoring and Enforcement Section | | | |
|---|-------------|------------------------------------|-------------|----------------------------|--|---|---|---------------|
| Position: Forest Ranger | | | | | Division: N/A | | | |
| MONTHLY ACCOMPLISHMENT MONITORING FORM for: NOVEMBER 1-30, 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 | | | | T.O. # 2021-3893 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro | 3 days |
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| B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets) | | | | | Permit | Prepare Chainsaw Permit | Prepared Chainsaw Permit | |
| 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: November 29, 2021

Verified by the Immediate Supervisor: REYNALDO PUDIQUET
Forester III/Chief, MES

| | |
|---------------------------------|---|
| Name: MA. VICTORIA T. MONTELEJA | Section: Monitoring and Enforcement Section |
| Position: Forest Ranger | Division: N/A |

MONTHLY ACCOMPLISHMENT MONITORING FORM for: DECEMBER 1-31, 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 | | | | T.O. # 2021-4387 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro | 2 days |
| | | | | T.O. # 2021-4467 | LAWIN/FOREST PROTECTION | To conduct Patrolling for LAWIN Forest and Biodiversity Protection Activity at Bong. & Roxas, Or. Mindoro & vicinities/To conduct checkpoint and manning of Ranger Station at Hagan, Bong, Or. Mdo./To conduct monitoring of illegal activities minor and major forest product at Sub-Port of Dangay, Roxas, Or. Mdo. | Travel at Hagan, Bongabong, Oriental Mindoro | 2 days |
| | | | | | Permit | Prepare Chainsaw Permit | Prepared Chainsaw Permit | |
| 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) | | | | | | ON LEAVE | | |

Signature of the Employee:

Date Accomplished: November 29, 2021

Verified by the Immediate Supervisor: **REYNALDO D. PUDIQUET**

Forester III/Chief, MES