

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARIELLE M. NGABIT**, Forester I of the **DENR, CENRO Roxas, Or. Mindoro**, Division of Conservation and Development Section/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 of July to December, 2021.

Marille M. Ngabit
MARIELLE M. NGABIT
Ratee

Date:

Reviewed by: <i>Jose T. Montecalvo</i> JOSE T. MONTECALVO Immediate Supervisor	Date:	Approved by: <i>Alma E. Gibe</i> ALMA E. GIBE OIC, CENRO	Date:
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Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)							
Submission of individual SALN	One (1) Statement of Assets 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.						Rated on First Semester
	One (1) IPCR with rating submitted on prescribed period. January to June 2021						Compliant
Actions on Documents/Requests	100% of documents acted upon • Simple documents – 7 working days upon receipt of office • Complex documents – 15 working days upon receipt of office	100% documents acted upon 7 working days for simple documents and 15 days for complex documents receipt upon		5.000	3.000	4.000	
Attendance to Meetings/ Workshops/ Conferences	100% of meetings/workshop/conferences with reports submitted • Local (inter-agency) – 7 days after attendance • Foreign meetings/workshops/conferences – 30 days after attendance						Complaint
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Forest Development, Rehabilitation and Maintenance and Protection	Provide technical assistance for the establishment of 96 hectares eNGP plantations including preparation of billings and providing technical assistance to Partner Implementer and submitted progress report to CENRO NGP Coordinator.	Provided technical assistance for the establishment of 96 hectares eNGP plantations including preparation of billings and providing technical assistance to Partner Implementer and submitted progress report to CENRO NGP Coordinator.	3.000	5.000	3.000	3.667	
	Provide technical assistance for the Maintenance & Protection activities of 96 hectares eNGP plantations with atleast 85% survival to include preparation of billings and providing technical assistance to Partner Implementer and submitted progress report to CENRO NGP Coordinator.	Provided technical assistance for the Maintenance & Protection activities of 96 hectares eNGP plantations with atleast 85% survival to include preparation of billings and providing technical assistance to Partner Implementer and submitted progress report to CENRO NGP Coordinator.	3.000	5.000	3.000	3.667	
NATURAL RESOURCES ENFORCEMENT AND REGULATION PROGRAM							
Assessment of CSC's	Four Hundred Seventy Five (475) expired Certificate of Stewardship Contracts assess with categorical recommendations with reports submitted to PENRO/Regional Office by end of December 2021 with 100% accuracy.	Four Hundred Seventy Seven (477) expired Certificate of Stewardship Contracts assessed with categorical recommendations with reports submitted to PENRO/Regional Office on September 24, 2021 with 100% accuracy.	3.000	3.000	5.000	3.667	
Compliance Monitoring of Existing CBFMA's	Monitor six (6) CBFMA in compliance to terms and conditions of the permit and forestry laws, rules and regulations with report submitted to PENRO by end of September 2021 with 100% accuracy.	Monitored and assessed six (6) CBFMA using the compliance monitoring tool of FMB with reports submitted on August 3, 2021 and June 07, 2021 with 100% accuracy.	3.000	4.500	5.000	4.167	
SUPPORT TO OPERATION							
Community Resource Management Framework	One (1) Community Resource Management Framework (CRMF) with 5-year work plan and generated map submitted to PENRO by end of November 2021.	One (1) Community Resource Management Framework (CRMF) with 5-year work plan and generated map submitted to PENRO on December 9, 2021.	3.000	5.000	2.701	3.567	
Resurveying and Mapping of Existing Tenorial Instrument	Conduct re-survey and mapping of 3,116.0 hectares CBFMA target with report submitted by end of June 2021 with 100% accuracy.	Conducted re-survey and mapping of 4,089.43 hectares CBFMA target with report submitted by mid of June 2021 with 100% accuracy.	5.000	5.000	5.000	5.000	
Other Function	Preparation and Maintenance of one (1) regional digitized control map updated within the jurisdiction of CENRO Roxas within the jurisdiction of CENRO Roxas using the NAMRIA based on map uploaded in the website by the end of December 2021 with 100% accuracy.	Prepared and Maintained of one (1) regional digitized control map updated within the jurisdiction of CENRO Roxas within the jurisdiction of CENRO Roxas using the NAMRIA based on map uploaded in the website by end of June 2021 with 100% accuracy.		5.000	5.000	5.000	Control Maps include watersheds, tenure, SIADs sites, NGP sites, open access, KBAs and built-up
Total Over all Rating			20.000	37.500	31.701	32.734	
Final Average Rating			3.333	4.688	3.963	4.092	
Overall Rating			Very Satisfactory				

Very Satisfactory

Adjectival Rating		Comments and Recommendations for Development Purposes	
Discussed with: <i>Marille M. Ngabit</i> MARIELLE M. NGABIT Employee	Date: FEB. 03, 2022	Assessed by: <i>Arabelle Joy O. Tamayo</i> ARABELLE JOY O. TAMAYO In-Charge, Administrative Unit	Date: FEB 07 2022
I certify that I discussed my assessment of the performance with the employee		Final Rating by: <i>Alma E. Gibe</i> ALMA E. GIBE OIC, CENRO	
		Date: FEB 07 2022	


Name: MARIELLE M. NGABIT					Section: Conservation and Development Section							
Position: Forester I												
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 2021												
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity 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 #)								
A. TARGET- RELATED ACTIVITIES	✓		✓		Enhanced National Greening Program	Assist in the review of eNGP Physical and Financial Accomplishment of CY 2021 nursery establishment every Monday in order to monitor the progress of the seedling/propagules production.	Assisted in the review of eNGP Physical and Financial Accomplishment of CY 2021 nursery establishment every Monday in order to monitor the progress of the seedling/propagules production.	1 day				
			✓		Certificate of Stewardship Contracts	Consolidate and submit Performance Evaluation and Assessment Report of forty-two (42) Certificate of Stewardship Contracts for 3rd quarter CY 2021.	Consolidated and submitted Performance Evaluation and Assessment Report of forty-two (42) Certificate of Stewardship Contracts for 3rd quarter CY 2021.	3 days				
	✓			TO # 2021- 2659	Enhanced National Greening Program	To monitor the conduct of seedlings/propagules production of eNGP located at Brgy. San Isidrp, Bulalacao, Oriental Mindoro	Monitored the conduct of seedlings/propagules production of eNGP located at Brgy. San Isidrp, Bulalacao, Oriental Mindoro	3 days				
				TO # 2021- 2717	Certificate of Stewardship Contracts	To monitor the conduct of Performance Evaluation and Assessment of CSC areas located at So. Mantan, Brgy. Panaytayan, Municipality of Mansalay, Oriental Mindoro.	Monitored the conduct of Performance Evaluation and Assessment of CSC areas located at So. Mantan, Brgy. Panaytayan, Municipality of Mansalay, Oriental Mindoro.	3 days				
				TO # 2021- 2725	Certificate of Stewardship Contracts	To monitor the conduct of Performance Evaluation and Assessment of CSC areas located at Brgy. Waygan, Municipality of Mansalay, Oriental Mindoro.	Monitored the conduct of Performance Evaluation and Assessment of CSC areas located at Brgy. Waygan, Municipality of Mansalay, Oriental Mindoro.	3 days				
				TO # 2021- 003	CBFMA's	To coordinate with BALATBAT CBFM PO's and monitoring of their CBFMA's activities and output pertaining to their organizational, social and economic development within the Municipality of Bulalacao, Oriental Mindoro.	Coordinated with BALATBAT CBFM PO's and monitoring of their CBFMA's activities and output pertaining to their organizational, social and economic development within the Municipality of Bulalacao, Oriental Mindoro.	1 day				
					Certificate of Stewardship Contracts	To monitor the coordination with Barangay Chairman regarding the upcoming meeting with Sitio Leader for the conduct of Performance evaluation and Assessment of CSC's located at Brgy. San Roque, Bulalacao, Oriental Mindoro.	Monitored the coordination with Barangay Chairman regarding the upcoming meeting with Sitio Leader for the conduct of Performance evaluation and Assessment of CSC's located at Brgy. San Roque, Bulalacao, Oriental Mindoro.	2 days				
				TO # 2021- 064	Re-surveying and Mapping of existing Tenorial Instrument	To distribute final copy of Resurvey report within BALATBAT CBFM Association located at Bulalacao, Oriental Mindoro.	Distributed final copy of Resurvey report within BALATBAT CBFM Association located at Bulalacao, Oriental Mindoro.	1 day				
					Certificate of Stewardship Contracts	To conduct meeting with the CSC Holders and Sitio Leader regarding the conduct of Performance Evaluation and Assessment of expired CSC's located at Brgy. San Roque, Bulalacao, Oriental Mindoro.	Conducted meeting with the CSC Holders and Sitio Leader regarding the conduct of Performance Evaluation and Assessment of expired CSC's located at Brgy. San Roque, Bulalacao, Oriental Mindoro.	1 day				
					CBFMA's	To monitor the conduct of activities within the Cambunang CBFMA area located at Municipality of Bulalacao, Oriental Mindoro.	Monitored the conduct of activities within the Cambunang CBFMA area located at Municipality of Bulalacao, Oriental Mindoro.	1 day				
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						✓			Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)												

Signature of the Employee: Ngabit
Date Accomplished: _____

Verified by the Immediate Supervisor: JOSE T. MONTECALVO
Ecosystem Management Specialist II

Name: MARIËLLE M. NGABIT					Section: Conservation and Development Section			
Position: Forester I								
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021								
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity 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 #)				
A. TARGET- RELATED ACTIVITIES	√		√		Enhanced National Greening Program	Assist in the review of eNGP Physical and Financial Accomplishment of CY 2021 nursery establishment every Monday in order to monitor the progress of the seedling/propagules production.	Assisted in the review of eNGP Physical and Financial Accomplishment of CY 2021 nursery establishment every Monday in order to monitor the progress of the seedling/propagules production.	1 day
			√		CBFMA's	Consolidate and submit final report of CBFMA's Monitoring/Narrative Report of BALATBAT Rural Workers CBFM Association and CAMBUNANG CBFM Association for 3rd quarter CY 2021.	Consolidated and submitted final report of CBFMA's Monitoring/Narrative Report of BALATBAT Rural Workers CBFM Association and CAMBUNANG CBFM Association for 3rd quarter CY 2021.	2 days
			√		Certificate of Stewardship Contracts	Consolidate and submit Performance Evaluation and Assessment Report of thirty-seven (37) Certificate of Stewardship Contracts for 3rd quarter CY 2021.	Consolidated and submitted Performance Evaluation and Assessment Report of thirty-seven (37) Certificate of Stewardship Contracts for 3rd quarter CY 2021.	3 days
				TO # 2021- 074	Certificate of Stewardship Contracts	To monitor the conduct of Performance Evaluation and Assessment of CSC areas within the Municipality of Bulalacao, Oriental Mindoro.	Monitored the conduct of Performance Evaluation and Assessment of CSC areas within the Municipality of Bulalacao, Oriental Mindoro.	3 days
				TO # 2021- 098	CBFMA's	To coordinate with PO President of PHMI and monitor their CBFMA areas within the Municipality of Bulalacao, Oriental Mindoro.	Coordinated with PO President of PHMI and monitor their CBFMA areas within the Municipality of Bulalacao, Oriental Mindoro.	3 days
				TO # 2021- 2980	Certificate of Stewardship Contracts	To monitor the conduct of Performance Evaluation and Assessment of CSC areas within the Municipality of Mansalay, Oriental Mindoro.	Monitored the conduct of Performance Evaluation and Assessment of CSC areas within the Municipality of Mansalay, Oriental Mindoro.	3 days
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.
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
Ecosystem Management Specialist II

Name: MARIELLE M. NGABIT					Section: Conservation and Development Section			
Position: Forester I								
MONTHLY ACCOMPLISHMENT MONITORING FORM for: September 2021								
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity 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 #)				
A. TARGET- RELATED ACTIVITIES					Leave	Vacation Leave	Vacation Leave	1 day
	√		√		Enhanced National Greening Program	Review twelve (12) Billing of eNGP CY 2021 for seedlings/propagules production located at Brgy. Cabugao and San Isidro, Bulalacao, Oriental Mindoro.	Reviewed twelve (12) Billing of eNGP CY 2021 for seedlings/propagules production located at Brgy. Cabugao and San Isidro, Bulalacao, Oriental Mindoro.	5 days
			√		Certificate of Stewardship Contracts	Consolidate and submit Performance Evaluation and Assessment Report of one hundred sixteen (116) Certificate of Stewardship Contracts for 3rd quarter CY 2021.	Consolidated and submitted Performance Evaluation and Assessment Report of one hundred sixteen (116) Certificate of Stewardship Contracts for 3rd quarter CY 2021.	5 days
			√		CRMF	To conduct preparatory activities with the community and PO of MAPALAD CBFMA and taking real time images using Drone application for community mapping purposes as one of the activities of CRMF.	To conduct preparatory activities with the community and PO of MAPALAD CBFMA and taking real time images using Drone application for community mapping purposes as one of the activities of CRMF.	1 day
	√			TO # 2021- 3030	Enhanced National Greening Program	To monitor the inspection of eNGP CY 2021 seedlings/propagules production within the Municipality of Bulalacao, Oriental Mindoro.	Monitored the inspection of eNGP CY 2021 seedlings/propagules production within the Municipality of Bulalacao, Oriental Mindoro.	3 days
				TO # 2021- 3112	Certificate of Stewardship Contracts	To monitor the conduct of Performance Evaluation and Assessment of CSC areas within the Municipality of Bongabong, Oriental Mindoro.	Monitored the conduct of Performance Evaluation and Assessment of CSC areas within the Municipality of Bongabong, Oriental Mindoro.	3 days
				TO # 2021- 3123	CBFMA's	To monitor MAPALAD CBFM area located at Brgy. Nasukob, Bulalacao, Oriental Mindoro.	Monitored MAPALAD CBFM area located at Brgy. Nasukob, Bulalacao, Oriental Mindoro.	1 day
					CRMF	To coordinate with MAPALAD CBFM PO President for the upcoming meeting regarding the formulation of five-year work plan and Community Resource Management Framework (CRMF) at Brgy. Nasukob, Bulalacao, Oriental Mindoro.	Coordinated with MAPALAD CBFM PO President for the upcoming meeting regarding the formulation of five-year work plan and Community Resource Management Framework (CRMF) at Brgy. Nasukob, Bulalacao, Oriental Mindoro.	1 day
	√				Tree Planting Activity	To conduct bamboo planting activity in celebration of the World Bamboo Day 2021 located at Brgy. Cabugao, Bulalacao, Oriental Mindoro.	Conducted bamboo planting activity in celebration of the World Bamboo Day 2021 located at Brgy. Cabugao, Bulalacao, Oriental Mindoro.	1 day
				TO # 2021- 3237	CRMF	To conduct community mapping and other planning activities of Community Resource Management Framework (CRMF) and five- year work plan located at Brgy. Nasukob, Bulalacao, Oriental Mindoro.	Conducted community mapping and other planning activities of Community Resource Management Framework (CRMF) and five- year work plan located at Brgy. Nasukob, Bulalacao, Oriental Mindoro.	1 day
	√				Enhanced National Greening Program	To monitor the conduct of plantation establishment of eNGP located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	Monitored the conduct of plantation establishment of eNGP located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	2 days
				TO # 2021- 3254	CBFMA's	To monitor FORSIHAMA and STANLEY CBFM area within the Municipality of Bongabong, Oriental Mindoro.	Monitored FORSIHAMA and STANLEY CBFM area within the Municipality of Bongabong, Oriental Mindoro.	2 days
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.
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: 
Ecosystem Management Specialist II

Name: MARIELLE M. NGABIT					Section: Conservation and Development Section				
Position: Forester I									
MONTHLY ACCOMPLISHMENT MONITORING FORM for: October 2021									
	Type		Nature		Type of Document/ Activity (indicate date and time the document received)	Details of the Activity 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 #)					
A. TARGET - RELATED ACTIVITIES	✓		✓		Enhanced National Greening Program	Assist in the review of eNGP Physical and Financial Accomplishment of CY 2021 plantation establishment every Monday in order to monitor the target number of seedling/propagules.	Assisted in the review of eNGP Physical and Financial Accomplishment of CY 2021 plantation establishment every Monday in order to monitor the target number of seedling/propagules.	1 day	
	✓			TO # 2021-3293	Enhanced National Greening Program	To monitor the conduct of plantation establishment of eNGP areas located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	Monitored the conduct of plantation establishment of eNGP areas located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	3 days	
				TO # 2021-3401	CRMF	To monitor the conduct of inventory of harvestable tree pursuant to the approval of Community Resource Management Framework and Five-year work plan within the area of MAPALAD CBFM Association located at Bulalacao, Oriental Mindoro.	Monitored the conduct of inventory of harvestable tree pursuant to the approval of Community Resource Management Framework and Five-year work plan within the area of MAPALAD CBFM Association located at Bulalacao, Oriental Mindoro.	3 days	
				TO # 2021-3618	Certificate of Stewardship Contracts	To monitor the conduct of Performance Evaluation and Assessment of CSC areas within the Municipality of Bongabong, Oriental Mindoro.	Monitored the conduct of Performance Evaluation and Assessment of CSC areas within the Municipality of Bongabong, Oriental Mindoro.	3 days	
	✓			TO # 2021-3641	Enhanced National Greening Program	To monitor the inspection of eNGP CY 2021 plantation establishment located at Brgy. Cabugao, Bulalacao, Oriental Mindoro.	Monitored the inspection of eNGP CY 2021 plantation establishment located at Brgy. Cabugao, Bulalacao, Oriental Mindoro.	3 days	
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					✓	Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.
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
Ecosystem Management Specialist II

Name: MARIELLE M. NGABIT					Section: Conservation and Development Section				
Position: Forester I									
MONTHLY ACCOMPLISHMENT MONITORING FORM for: November 2021									
	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)	
A. TARGET- RELATED ACTIVITIES	√		√		Enhanced National Greening Program	Assist in the review of eNGP Physical and Financial Accomplishment of CY 2021 plantation establishment every Monday in order to monitor the target number of seedling/propagules.	Assisted in the review of eNGP Physical and Financial Accomplishment of CY 2021 plantation establishment every Monday in order to monitor the target number of seedling/propagules.	1 day	
	√		√		Enhanced National Greening Program	Review twelve (12) Billing of eNGP CY 2021 for plantation establishment located at Brgy. Cabugao and San Isidro, Bulalacao, Oriental Mindoro.	Reviewed twelve (12) Billing of eNGP CY 2021 for plantation establishment located at Brgy. Cabugao and San Isidro, Bulalacao, Oriental Mindoro.	5 days	
				TO # 2021-3667	Enhanced National Greening Program	To monitor the inspection of eNGP CY 2021 plantation establishment located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	Monitored the inspection of eNGP CY 2021 plantation establishment located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	3 days	
				TO # 2021-3875	Enhanced National Greening Program	To monitor the inspection of eNGP CY 2021 plantation establishment located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	Monitored the inspection of eNGP CY 2021 plantation establishment located at Brgy. San Isidro, Bulalacao, Oriental Mindoro.	1 day	
					Leave	Force Leave	Force Leave	4 days	
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					√	Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.
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
Ecosystem Management Specialist II

Name: MARIELLE M. NGABIT					Section: Conservation and Development Section			
Position: Forester I								
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 2021								
A. TARGET-RELATED ACTIVITIES	Type		Nature		Type of Document/Activity (indicate date and time the document received)	Details of the Activity	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 #)				
	✓		✓		Enhanced National Greening Program	Assist in the review of eNGP Physical and Financial Accomplishment of CY 2021 1st cycle maintenance and protection every Monday in order to monitor the target number of seedling/propagules.	Assisted in the review of eNGP Physical and Financial Accomplishment of CY 2021 1st cycle maintenance and protection every Monday in order to monitor the target number of seedling/propagules.	1 day
	✓		✓		Enhanced National Greening Program	Review twelve (12) Billing of eNGP CY 2021 for 1st cycle maintenance and protection located at Brgy. Cabugao and San Isidro, Bulalacao, Oriental Mindoro.	Reviewed twelve (12) Billing of eNGP CY 2021 for 1st cycle maintenance and protection located at Brgy. Cabugao and San Isidro, Bulalacao, Oriental Mindoro.	5 days
			✓		CRMF	Consolidate and submit final report of Community Resource Management Framework and Five-year Work Plan CY 2021 to PENRO.	Consolidated and submitted final report of Community Resource Management Framework and Five-year Work Plan CY 2021 to PENRO.	5 days
			✓		Certificate of Stewardship Contracts	Consolidate and submit scanned copy of Performance Evaluation Sheet and CSC Agreement CY 2021 as additional requirements for Means of Verification MOV's.	Consolidated and submitted scanned copy of Performance Evaluation Sheet and CSC Agreement CY 2021 as additional requirements for Means of Verification MOV's.	3 days
				TO # 2021-4381	Enhanced National Greening Program	To monitor the inspection of eNGP CY 2021 1st cycle maintenance and protection located at Brgy. Cabugao, Bulalacao, Oriental Mindoro.	Monitored the inspection of eNGP CY 2021 1st cycle maintenance and protection located at Brgy. Cabugao, Bulalacao, Oriental Mindoro.	1 day
					Leave	Force Leave	Force Leave	1 day
					Leave	Sick Leave	Sick Leave	2 days
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Memo	Any memo receive for action or for information.	Constant checking of memo that needed report, action or for information purposes only.
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: M. Ngabit
Date Accomplished: _____

Verified by the Immediate Supervisor: JOSE T. MONTECALVO
Ecosystem Management Specialist II