

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **REYNALDO D. PUDIQUET**, Chief, Monitoring and Enforcement Section of the **DENR, CENRO Roxas, Or. Mindoro**, 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

**REYNALDO D. PUDIQUET**



Ratee

Date:

Reviewed by:	Date	Approved by:	Date
		 ALMA E. GIBE OIC-CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT							
Budget Utilization Rate	100% of allotment under Monitoring and Enforcement Section utilized (All billing documents submitted to PENRO) by December 10, 2021	100% of allotment under Monitoring and Enforcement Section utilized (All billing documents submitted to PENRO) by December 10, 2021		4.500	3.000	3.750	
	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period						Rated on 1st sem target
	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period						Rated on 1st sem target
	One (1) SALN prepared and submitted toAdmin based on Section 8 of RA 6713 on February 20, 2021						Rated on 1st sem target
Preparation and Submission of IPCR	One (1) IPCR (commitment based on aproved OPCR submitted to Admin Section on prescribed period						Rated on 1st sem target
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 3 working days for simple documents and 7 days for complex documents upon receipt		4.500	5.000	4.750	

Output		Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
				Q1	E2	T3	A4	
<b>SUPPORT TO OPERATION</b>								
		100% of all databases (LAWIN and E-FIS)) updated and submitted to CENRO by December 15, 2021	100% of all databases (LAWIN and E-FIS)) updated and submitted to CENRO by December 15, 2021		4.500	3.000	3.750	
		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 6, 2021		4.500	3.500	4.000	
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	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month		4.500	3.500	4.000	
		Monitoring and Enforcement Section (MES) Work and Financial Plan prepared and submitted based on 2021 Planning Guidelines to CENRO Planning on the prescribed period	Monitoring and Enforcement Section (MES) Work and Financial Plan prepared and submitted based on 2021 Planning Guidelines to CENRO Planning on the prescribed period		4.000	3.000	3.500	
<b>NATURAL REOUSRCES ENFORCEMENT AND REGULATORY PROGRAM</b>								
Enforcement of ENR Laws, Rules and Regulations		Supervised the conduct of patrolling within 360.0 kilometers conservation area and monitor the uploading to Lawin Server with monthly report and quarterly Patrol Plan submitted to CENRO	Supervised the conduct of patrolling within 426.0 kilometers conservation area and monitor the uploading to Lawin Server with monthly report and quarterly Patrol Plan submitted to CENRO	5.000	4.500	3.000	4.167	Monthly Report every 20th day of the Month and Quarterly Patrol Plan before the succeeding quarter
		75% of the observed threats acted upon with reports submitted every 20th day of the month	75% of the observed threats acted upon with reports submitted every 20th day of the month	3.000	5.000	5.000	4.333	
Total Over all Rating				8.000	36.000	29.000	32.250	
Final Average Rating				4.000	4.500	3.625	4.031	
Adjectival Rating				VERY SATISFACTORY				
Comments and Recommendations for Development Purposes With leadership and very positive in handling his sector and his subordinates								

Output		Success Indicators (targets+measures)		Actual Accomplishments		Rating				Remarks
						Q1	E2	T3	A4	
Discussed with	Date	Assessed by:		Date	Final Rating by:				Date	
 REYNALDO D. PUDIQUET Employee	FEB 03 2022	I certify that I discussed my assessment of the performance with the employee  ARABELLE JOY R. VALDEZ - TH MAYOSA Credit Officer I/ In Charge- Admin		FEB 07 2022	 ALMA E. GIBE OIC-CENRO				FEB 07 2022	

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



Name: REYNALDO D. PUDIQUET					Section: Monitoring and Enforcement Section			
Position: Forester III					Division:			
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 #)				
<b>A. TARGET- RELATED ACTIVITIES</b>				TO# 2021- 2675	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	2 days
				TO# 2021- 2699	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	3 days
					Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	
				TO # 2021- 2728	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	3 days
				TO # 2021-021	Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	2 days
				TO # 2021-030	File Manifestation	Filing of Manifestation	Filling a manifestation issued by the court order direct that the vehicles involved in the instant case be released to the movant at RTC 43 Roxas and Mansalay-Bulalacao	3 days
			✓		Reports	monthly report	prepare the reports and submitted to PENR office	daily
			✓		Clients	Entertain the clients	Answered clients queries	
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)						HOLIDAY	July 20 2021	1 day

Signature of the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_

REYNALDO D. PUDIQUET					Section: Monitoring and Enforcement Section			
Position: Forester III					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
	√			TO # 2021-068	Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	3 days
	√			TO # 2021-100	Coordination	Confiscation	Coordinated with PNP regarding confiscated forest products for violation of PD 705	3 days
					Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	
				TO # 2021-2887	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	3 days
					Coordination	Confiscation	Coordinated with PNP regarding confiscated forest products for violation of PD 705	
				TO # 2021-2965	Hearing	Violation of sec.77 of PD 705	Attended hearing on filed cases for violation of Section 77 of PD 705 at RTC Branch 43, Roxas , Oriental Mindoro	3 days
					Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)		√		Clients	Entertain the clients	Answered clients queries	daily	
		√		reports	Prepare reports of the apprehended/confiscated forest products	Prepared and accomplished reports submitted to Regional Executive Director	daily	
					HOLIDAY (August 30, 2021)			2 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_



Name: REYNALDO D. PUDIQUET				Section: Monitoring and Enforcement Section				
Position: Forester III				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
				TO # 2021-3011	Monitoring and Supervising	LAWIN	Monitored and supervised FR's on their Patrolling and Lawin Activities	3 days
					Coordination	Coordinate with MPS Mansalay regarding violation of Sec. 77 of PD 705	Coordinated with MPS Mansalay regarding violation of Sec. 77 of PD 705	
				TO # 2021-	Monitoring	Monitoring of incoming and outgoing forest product	Monitored incoming and outgoing forest product at Ranger Station Hagan Bongabong, Oriental Mindoro	3 days
				TO # 2021-	Monitoring and Supervising	LAWIN	Monitored and supervised FR's on their Patrolling and Lawin Activities	3 days
					Monitoring and Supervising	LAWIN	Monitored and supervised FR's in the conduct of patrolling and surveillance of timber poaching	
				TO # 2021-3355	attend hearing	Violation of section 77 of PD 705	Travel to Pinamalayan RTC Banch 41 to attend hearing for witnessing the violation of the accused	3 days
					Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	
				TO # 2021-33223	Supervising/Monitoring	Monitor and supervise FR's on their Patrolling and Lawin Activities	Monitored and supervised FR's on their Patrolling and Lawin Activities	3 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Clients	Entertain the clients	Answered clients queries	daily
			√		reports	Prepare monthly reports	prepare reports of apprehended forest products endorse to the Regional Executive Director and prepare other monthly reports	daily
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: \_\_\_\_\_

Name: REYNALDO D. PUJQUET					Section: Monitoring and Enforcement Section			
Position: Forester III					Division:			
WEEKLY ACCOMPLISHMENT MONITORING FORM for: October 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WEP	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
	√			TO # 2021-3282	Monitoring and Supervising	LAWIN	Monitored and supervised FR's on their Patrolling and Lawin Activities	3 days
					Coordination	Coordinate with MPS Mansalay regarding violation of Sec. 77 of PD 705	Coordinated with MPS Mansalay regarding violation of Sec. 77 of PD 705	
				TO # 2021-3400	Monitoring and Supervising	LAWIN	Monitored and supervised FR's on their Patrolling and Lawin Activities	3 days
					Coordination	Coordinate with MPS Mansalay regarding violation of Sec. 77 of PD 705	Coordinated with MPS Mansalay regarding violation of Sec. 77 of PD 705	
				TO # 2021-3607	Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	3 days
					attend hearing	Violation of section 77 of PD 705	Travel to Pinamalayan RTC Banch 41 to attend hearing for witnessing the violation of the accused	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)		√		Clients	Entertain the clients	Answered clients queries	daily	
		√		reports	Prepare reports of the apprehended/confiscated forest products and other monthly reports	Prepared and accomplished reports submitted to Regional Executive Director and prepared/submitted other monthly reports	daily	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Note: October 15, 2018- file Maternity Leave due to miscarriage

Signature if the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_



Name: REYNALDO D. PUDIQUET					Section: Monitoring and Enforcement Section			
Position: Forester III					Division:			
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
<b>A. TARGET- RELATED ACTIVITIES</b>					attend hearing	Violation of section 77 of PD 705	Travel to Pinamalayan RTC Banch 42 to attend hearing for witnessing the violation of the accused	2 days
				TO#2021-3664	Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	
				TO#2021-3895	Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	3 days
				TO#2021	Monitoring and Supervising	Monitor and supervise FR's on their Patrolling and Lawin Activities	Monitored and supervised FR's on their Patrolling and Lawin Activities	3 days
					Monitoring/Supervising	Supervise FR's in the conduct monitoring of incoming and outgoing forest products at Checkpoints and Seaport of CENRO Roxas, Oriental Mindoro	Supervised FR's in the conduct monitoring of incoming and outgoing forest products at Checkpoints and Seaport of CENRO Roxas, Oriental Mindoro	
	<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		Clients	Entertain the clients	Answered clients queries
			√		report	monthly report	Prepared and consolidated monthly accomplishment reports and submitted to PENRO	2 days
					HOLIDAY (November 1 AND 30, 2021)			2 days
					LOCAL HOLIDAY (November 15 , 2021)			1 day
<b>C. OTHER FUNCTIONS AND DUTIES</b> (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: \_\_\_\_\_



Name: REYNALDO D. PUDIQUET					Section: Monitoring and Enforcement Section			
Position: Forester III					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
				TO#2021-4464	Monitoring and Supervising	Monitor and supervise FR's on their Patrolling and Lawin Activities	Monitored and supervised FR's on their Patrolling and Lawin Activities	3 days
					Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO#2021-4658	Supervising/Monitoring	CSC	Supervised the Forest Technicians in the continuation of performance evaluation and assessment of expired CSC within Municipality of Mansalay, Or. Mdo.	3 days
					Supervising/Monitoring	LAWIN	Supervised FR's and FPO's in their activities re: LAWIN patrolling Forest and Biodiversity Protection activity within the Conservation Area, Protected Area (MT. Iglit Baco), graduated NGP or CBFM area	
					Clients	Entertain the clients	Answered clients queries	daily
			√		reports	monthly reports	Prepared and consolidated monthly accomplishment reports and submitted to PENRO/Regional Office	2 days
					WORK FROM HOME		December 24 and 31, 2021	2 days
					HOLIDAY		December 8 and 31, 2021	2 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Note: On maternity leave until December 13, 2018;  
December 17, 2018 reported back for duty

Signature of the Employee: \_\_\_\_\_  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor: \_\_\_\_\_