



## B. Individual Performance Commitment and Review Form

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARCING U. TUGAS**, of the **CENRO-ROXAS** of **Soil Conservation and Watershed Management** 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:

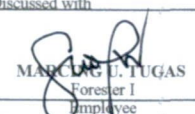
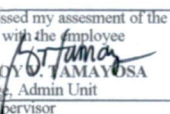
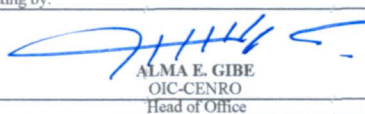
MARCING U. TUGAS

Reviewed by: 	Date:	Approved by: 
Immediate Supervisor: <b>JOSE T. MONTECALVO</b> EcoMS II/Chief, CDS		Head of Office: <b>ALMA E. GIBE</b> OIC-CENRO

OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating			
			Q1	E2	T3	A4
GENERAL ADMINISTRATION AND SUPPORT SERVICES						
	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021					Rated on First Sem
	One (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period					Rated on First 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 one (1) minor revision need 3 working days for simple documents and 7 days for complex documents upon receipt		4.500	5.000	4.750
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM						
	Conduct Assessment of Cave as embodied in 9072, Prepare and Submit Draft Assessment Report to Chief, Conservation and Development Section	Conduct Assessment of Cave as embodied in 9072, Prepare and Submit Draft Assessment Report to Chief, Conservation and Development Section		5.000	5.000	5.000
	128.0 has planted Inspected and validated within 30 days upon receipt of the request for inspection	128.0 has planted Inspected and validated within 7 days upon receipt of the request for inspection	3.000	5.000	5.000	4.333
	128.0has maintained and protected inspected and validated within 30 days upon receipt of the request for inspection	128.0has maintained and protected inspected and validated within 7 days upon receipt of the request for inspection	3.000	5.000	5.000	4.333
ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resouces Resiliency Program)						
Watershed Characterization	Conduct and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Developmnt Section by the end of September 2021	Conduct and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assesment with report submitted to Chief, Conservation and Developmnt Section by December 2021	3.000	4.500	1.670	3.057
Total Overall Rating			9.000	24.000	21.670	21.473
Final Average Rating			3.000	4.800	4.334	4.295
Adjectival Rating			VERY SATISFACTORY			

Comments and Recommendations for Development Purposes

*Recommended for training on Technical writing and computer operation.*

Discussed with: 	Date: <b>FEB 03, 2022</b>	Assessed by: 	Date: <b>FEB 07 2022</b>	Final Rating by: 	Date: <b>FEB 07 2022</b>
<b>MARCING U. TUGAS</b> Forester I Employee		<b>ARABELLE JOY C. TAMAYOSA</b> In-Charge, Admin Unit Supervisor		<b>ALMA E. GIBE</b> OIC-CENRO Head of Office	

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

Name: MARCING U. TUGAS					Section: Conservation and Development Section			
Position: Forester I					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 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 #2021-2653	Cave Management Resources	Cave Assessment Activity	Assisted in the conduct of cave assessment including flora and fauna vegetation assessemnt at Bongabong, Or. Mdo	3 days including travel time
	√			Travel Order #2021-2714	Soil Conservation and Watershed Management	Coordination on Watershed Characterization and Vulnerability Assessment	Conduct soil sampling on 3 sites for the Characterization and Vulnerability Assessment of Cavilian Watershed at Bulalacao, Or. Mdo	3 days including travel time
	√			Travel Order #2021-2722	Soil Conservation and Watershed Instrumentation	Monitoring Activity of Water Users and Water Resources	Monitor ans supervise the conduct of inventory of the water users and water sources with in the administrative jurisdiction of CENRO Roxas	3 days including travel time
	√			Travel Order #2021-761	Forest Development Section	Survey and Mapping	Conduct delineation on the potential forest production and protection within the administrative jurisdiction of Oriental Mindoro	3 weeks including travel time
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					MEMORANDUM	Reports on Watershed Unit	Consolidation of reports	Every Monday
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

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

Verified by the Immediate Supervisor:  JOSE T. MONTECALVO  
EMS II/Chief, CDS



Name: MARCING U. TUGAS					Section: Conservation and Development Section			
Position: Forester I					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 #2021-079	Soil Conservation and Watershed Instrumentation	Small Water Impounding System (SWIS) Monitoring Activity	Conducted monitoring activity of the small water impounding system rproject of the CENRO at Bulalacao at Roxas. Or. Mdo	1 day
	√			Travel Order #2021-2754	Soil Conservation and Watershed Management	Preparation of the Watershed Characterization and Vulnerability Assessment	Conducted flora and fauna vegetation assessment for the formulation of Cavilian Watershed Characterization in Bulalacao, Or. Mdo	3 days including travel time
	√			Travel Order #2021-2755	NGP-PMS	Inspection Activity of National Greening Program	Conducted seedling inspection of eNGP CY 2021 at Barangay San Isidro, Bulalacao, Oriental Mindoro	3 days including travel time
	√			Travel Order #2021-2992	Soil Conservation and Watershed Instrumentation	Consultations/Meetings/ Workshops	Assisted the conduct of cosultation meetings for the integrated watershed management plan of bongabong watershed at Brgy. Sagana and Poblacion Bongabong.	3 days including travel time
	√			Travel Order #2021-2966	Law and Enforcement	Attend Hearing	Attended hearing for violation of the PD705 at RTC Branch 41, Pinamalayan. Or. Mdo	3 days including travel time

	√			Travel Order #2021-2962	Soil Conservation and Watershed Instrumentation	Monitoring Activity of Water Users and Water Resources	Monitor and supervise the conduct of inventory of the water users and water sources within the administrative jurisdiction of CENRO Roxas	3 days including travel time
<b>B. MISCELLANEOUS ACTIVITIES</b> <i>(other activities related to the Division or Office outside of the targets)</i>					MEMORANDUM	Reports on Watershed Unit	Consolidation of reports	Every Monday
<b>C. OTHER FUNCTIONS AND DUTIES</b> <i>(other activities not related to the Division but other designations, functions and concurrent capacities)</i>								

Signature of the Employee: 

Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:  JOSE T. MONTECALVO

EMS II/Chief, CDS

Name: MARCING U. TUGAS					Section: Conservation and Development Section			
Position: Forester I					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 #2021-3115	NGP-PMS	Inspection Activity of National Greening Program	Conducted seedling inspection of eNGP CY 2021 at Barangay San Isidro, Bulalacao, Oriental Mindoro	3 days including travel time
	√			Travel Order #2021-3120	Soil Conservation and Watershed Management	Coordination on Watershed Characterization and Vulnerability Assessment	Conduct house to house interview (7) seven barangays for adaptive capacity of Cavilian Watershed Characterization and Vulnerability Assessment in Bulalacao.	3 days including travel time
	√			Travel Order #2021-3242	Soil Conservation and Watershed Instrumentation	Monitoring Activity of Water Users and Water Resources	Monitor and supervise the conduct of inventory of the water users and water sources with in the administrative jurisdiction of CENRO Roxas	3 days including travel time
	√			Travel Order #2021-3264	Soil Conservation and Watershed Management	Coordination on Watershed Characterization and Vulnerability Assessment	Conduct house to house interview (7) seven barangays for adaptive capacity of Cavilian Watershed Characterization and Vulnerability Assessment in Bulalacao.	3 days including travel time
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Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:   
JOSE T. MONTECALVO  
EMS II/Chief, CDS



Name: MARCING U. TUGAS					Section: Conservation and Development Section			
Position: Forester I					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 #2021-3280	Forest Development Section	Survey and Mapping	Conduct delineation on the potential forest production and protection within the administrative jurisdiction of Oriental Mindoro	3 weeks including travel time
	√			Travel Order #2021-3385	Soil Conservation and Watershed Management	Coordination on Watershed Characterization and Vulnerability Assessment	Conduct coordination for the conduct of swot analysis and stakeholders workshop on the Characterization and Vulnerability Assessment of Cavilian Watershed at Bulalacao, Or. Mdo	3 days including travel time
	√			Travel Order #2021-3621	Soil Conservation and Watershed Instrumentation	Monitoring Activity of Water Users and Water Resources	Monitor and supervise the conduct of inventory of the water users and water sources within the administrative jurisdiction of CENRO Roxas	3 days including travel time
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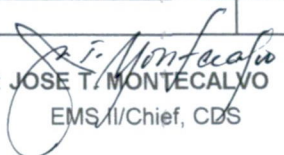
Signature of the Employee:   
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:   
JOSE T. MONTECALVO  
EMS, II/Chief, CDS

Name: MARCING U. TUGAS					Section: Conservation and Development Section			
Position: Forester I					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 #2021-3661	Forest Development Section	eNGP Inspection	Conducted inspection of the PO's accomplishment on (12 sites) eNGP Plantation Establishment at Barangay San Isidro, Bulalacao, Oriental Mindoro	3 days including travel time
	√			Travel Order #2021-3897	Forest Development Section	eNGP Inspection	Conducted inspection of the PO's accomplishment on (12 sites) eNGP Plantation Establishment at Barangay San Isidro, Bulalacao, Oriental Mindoro	3 days including travel time
	√			Travel Order #2021-4316	Soil Conservation and Watershed Instrumentation	Monitoring Activity of Small Water Impounding System	Assisted the PENRO personnel in the monitoring activity of the Small Water Impounding System (SWIS) project at Bulalacao and Roxas, Or. Mdo	3 days including travel time
	√			Travel Order #2021-4337	Soil Conservation and Watershed Instrumentation	Integrated Watershed Management Plan	Coordinated with barangay officials of Orcunuma, Hagan and Formon, Bongabong for the schedule of presentation on Integrated Watershed Management Plan of Bongabong Watershed. Conducted Integrated Watershed Management Plan presentation to the stakeholders at Orcunuma, Hagan and Formon, Bongabong.	3 days including travel time

<b>B. MISCELLANEOUS ACTIVITIES</b> <i>(other activities related to the Division or Office outside of the targets)</i>				MEMORANDUM	Reports on Watershed Unit	Consolidation of reports	Every Monday
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Date Accomplished: \_\_\_\_\_

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**JOSE T. MONTECALVO**  
EMS II/Chief, CDS



Name: MARCING U. TUGAS					Section: Conservation and Development Section			
Position: Forester I					Division: Forest Management Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: <u>DECEMBER 2021</u>								
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 #2021-113	Forest Development Section	Survey and Mapping	Conduct delineation on the potential forest production and protection within the administrative jurisdiction of Oriental Mindoro	3 weeks including travel time
	√			Travel Order #2021-2489	Soil Conservation and Watershed Management	Coordination on Watershed Characterization and Vulnerability Assessment	Conduct coordination for the conduct of swot analysis and stakeholders workshop on the Characterization and Vulnerability Assessment of Cavilian Watershed at Bulalacao, Or. Mdo	3 days including travel time
	√			Travel Order #2021-2653	Soil Conservation and Watershed Instrumentation	Monitoring Activity of Water Users and Water Resources	Monitor and supervise the conduct of inventory of the water users and water sources within the administrative jurisdiction of CENRO Roxas	3 days including travel time
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EMS II/Chief, CDS