



## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **FRANCISCO FONTANILLA**, Land Management Officer I of the **DENR - CENRO ROXAS, ORIENTAL MINDORO**, Regulation and Permitting 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**.

Ratee:

FRANCISCO FONTANILLA



Date:

Reviewed by:	Date	Approved by:	Date
 NANETTE B. CAPACIO LMO III/Chief, RPS		 ALMA E. GIBE DMO V/OIC-CENRO	

Output	Success Incators (targets+measures)		Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT							
Submission of Individual SALN	100% submission of SALN to CENRO by 2nd week of February, 2021						Rated on First Semester
Preparation and Submission of IPCR	One (1) IPCR (commitment) based on approved SPMS guidelines submitted to Admin Section on prescribed period						Rated on First Semester
Actions to be taken	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 no revision need for 5 working days for simple documents and 10 days for complex documents upon receipt from July to December, 2021		5.000	5.000	5.000	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
LAND SURVEY, DISPOSITION AND RECORDS MANAGEMENT	Review the completeness of 110 Applications for Residential Free Patent , Forwarded to Chief, Regulation and Permitting Section for approval; 46 carpetas January to June, 2021, 64 carpetas July to December, 2021 with 100% accuracy	Reviewed the completeness of 47 Applications for Residential Free Patent by December 2021	1.849	1.849	3.000	2.233	
Total Over-all Rating			1.849	6.849	8.000	7.233	
Final Average Rating			1.849	3.425	4.000	3.616	
Adjectival Rating			SATISFACTORY				

Comments and Recommendation for Development Purposes

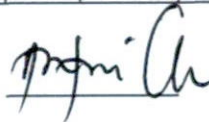
With knowledge + patience in performing his job/duties.

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 FRANCISCO FONTANILLA LAND MANAGEMENT OFFICER		I certify that I discussed my assessment of the performance with the employee  ARABELLE JOY V. HAMAYOSA FT I/In-Charge Administrative Unit	FEB 14 2022	 ALMA E. GIBE DMO V/OIC-CENRO	FEB 18 2022

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

Name: <b>FRANCISCO V. FONTANILLA</b>				Section: <b>Regulation and Permitting Section</b>			
Position: <b>Land Management Officer I</b>				Division: <b>CENRO-Roxas of Oriental Mindoro</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 2021</b>							
		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)
			✓		Daily Time Record	Verification of the Daily Time Record for submission	Reviewed the time and day entered for remarks and appropriate signature
			✓		Application Forms Reproduction	Printing of Application Forms	Printed the Forms for PLA and sorted other supporting documents for distribution
			✓		Communication	Initialization of (66) requests and memoranda for the Chief, RPS from the CENRO on the blue book and log it on my desktop computer.	Received and distributed the same referrals to the respective personnel for their corresponding action having a designated date and time.
			✓			Reproduction and transmission of copies	Provided the intended photo copy for their reference and compliance.
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			✓		Special and Vacation Leave Submission	Preparation and Filing of Leave	Filed the necessary Leave to cover the absences made after my on-line registration original schedule of Covid-19 First Dose vaccination in Marikina was moved to the subsequent week from 19th & 26th-30th including my visitation to my family there.
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but of other designations, functions and concurrent capacities)					Day-off	Work suspension due to heavy rain	20-Jul
					Holiday		23-Jul

Signature of the Employee:



Verified by the Immediate Supervisor:



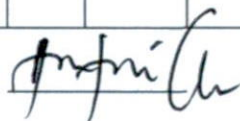
**NANETTE B. CAPACIO**  
Land Management Officer III/Chief, RPS

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

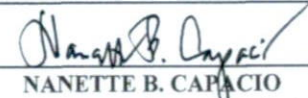


Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting Section			
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mindoro			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021								
	Type		Nature		Details of the Activity			
	PBB Related	Other regular targets 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			✓		Public Land Applications	Evaluation of the submitted documents	Checked and evaluated the Public Land Applications (PLA's) filed as to the completeness of the attached pertinent documents for the issuance of a Free Patent.	2 days
			✓			Examination on the contents of the PLA's (12) folders in which belong for a Residential or an Agricultural classification including those for Special Patents	Verified and examined the supporting papers required on the stated names, signatories, inspection and other supplemental reports, consistency on the specified area, lot and survey numbers, lot data computation and bearings on the technical description, sketch, approved plan and Judicial Form.	3 days
			✓		Communication	Initialization of (55) requests and memoranda for the Chief, RPS from the CENRO on the blue book and log it on my desktop computer.	Received and distributed the same referrals to the respective personnel for their corresponding action having a designated date and time.	6 days
			✓		Individual Performance Commitment and Review (IPCR) Rated Form with Journal	Preparation and submission of my Jan.-June of 2021 Journal	Encoded and printed the activities for the period after looking on my personal note and have the signature of Chief, RPS for submission to our designated Administrative Officer.	3 days
			✓		Daily Time Record	Verification of the Daily Time Record for submission	Reviewed the time and day entered for remarks and appropriate signature	Half-day
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Meeting	Discussion and presentation of the financial obligations as against the approved allotment and the status of our land survey.	Attended with CENRO Alma E. Gibe, the personnel and staff
			✓		Vacation Leave Submission	Filing of supplementary leave	Filed the necessary Vacation Leave to cover the absences after re-scheduling the original date of my Covid-19's first dose vaccination in Marikina City.	Two hours
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)					Holiday	National Heroes Day	Aug-30	1 day

Signature of the Employee:



Verified by the Immediate Supervisor:



NANETTE B. CAPACIO

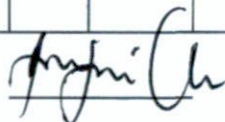
Land Management Officer III/Chief, RPS

Date Accomplished:

\_\_\_\_\_

Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting Section			
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mindoro			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: September 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>			✓		Public Land Applications	Evaluation of the submitted documents	Checked and evaluated the Public Land Applications (PLA's) filed as to the completeness of the attached pertinent documents for the issuance of a Free Patent.	3 days
			✓			Examination on the contents of the PLA's (23) folders in which belong for a Residential or an Agricultural classification including those for Special Patents	Verified and examined the supporting papers required on the stated names, signatories, inspection and other supplemental reports, consistency on the specified area, lot and survey numbers, lot data computation and bearings on the technical description, sketch, approved plan and Judicial Form.	5 days
			✓		Communication	Initialization of (114) requests and memoranda for the Chief, RPS from the CENRO on the blue book and log it on my desktop computer.	Received and distributed the same referrals to the respective personnel for their corresponding action having a designated date and time.	6 days
			✓		Client Assistance	Service to Walk-in Client	Guided them on the process to be taken	As the need arises
			✓		Daily Time Record	Verification of the Daily Time Record for submission covering the whole month	Reviewed the time and day entered for remarks and appropriate signature	Half-day
	<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			✓		Virtual Training	On-line LAMS for Public Land Application (PLA)	Studied the policies that support in the adoption of PLA module under LAMS Phils.
			✓		Webinar of South Luzon GSIS-Batangas	Variety of program being undertaken by the agency during this time of the pandemic	Listened closely to the prepared topics and asked them some of my concerns.	Half-day
				✓	Memorandum Order	Coastal Clean-up of some selected personnel	Participated on the said activity in B. Del Mundo, Mansalay	Half-day
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but of other designations, functions and concurrent capacities)			✓		Application for Leave	Submission of a Vacation Leave	Filed leave of absence covering the days allotted for my 2nd dose of Covid-19 vaccination also in Marikina City on the 1st-3rd day of the month with visitation to my family there.	One hour

Signature of the Employee:



Verified by the Immediate Supervisor:



NANETTE B. CAPACIO

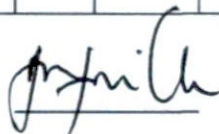
Land Management Officer III/Chief, RPS

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



Name: <b>FRANCISCO V. FONTANILLA</b>					Section: <b>Regulation and Permitting Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>CENRO-Roxas of Oriental Mindoro</b>			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: <b>October 2021</b>								
		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>			✓		Public Land Applications	Evaluation of the submitted documents	Checked and evaluated the Public Land Applications (PLA's) filed as to the completeness of the attached pertinent documents for the issuance of a Free Patent.	Half-day
			✓			Examination on the contents of the PLA's (1) folders in which belong for a Residential or an Agricultural classification including those for Special Patents	Verified and examined the supporting papers required on the stated names, signatories, inspection and other supplemental reports, consistency on the specified area, lot and survey numbers, lot data computation and bearings on the technical description, sketch, approved plan and Judicial Form.	1 day
	✓			✓	Travel Order No. 2021-3273	Assistance on the conduct of Public Land Subdivision (PLS) Survey	Assisted on PLS for lots 1281-R & S, CSD-4B-000196-D in San Francisco, Bulalacao as per approved Survey Order No. 2021-009.	4 days
			✓		Communication	Initialization of (71) requests and memoranda for the Chief, RPS from the CENRO on the blue book and log it on my desktop computer.	Received and distributed the same referrals to the respective personnel for their corresponding action having a designated date and time.	7 days
			✓		Client Assistance	Service to Walk-in Client	Guided them on the process to be taken	As the need arises
			✓		Daily Time Record	Verification of the Daily Time Record for submission covering the whole month	Reviewed the time and day entered for remarks and appropriate signature	Half-day
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			✓		Meeting	Discussion with PENRO on some issues and other related activities while our CENRO is on quarantine.	Attended with the personnel and staff	Half-day
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but of other designations, functions and concurrent capacities)								

Signature of the Employee:



Verified by the Immediate Supervisor:



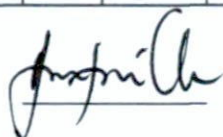
**NANETTE B. CAPACIO**

Land Management Officer III/Chief, RPS

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

Name: <b>FRANCISCO V. FONTANILLA</b>					Section: <b>Regulation and Permitting Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>CENRO-Roxas of Oriental Mindoro</b>			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: <b>November 2021</b>								
	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>			✓			Evaluation of the submitted documents	Checked and evaluated the Public Land Applications (PLA's) filed as to the completeness of the attached pertinent documents for the issuance of a Free Patent.	3 days
			✓		Public Land Applications	Examination on the contents of the PLA's (15) folders in which belong for a Residential or an Agricultural classification including those for Special Patents	Verified and examined the supporting papers required on the stated names, signatories, inspection and other supplemental reports, consistency on the specified area, lot and survey numbers, lot data computation and bearings on the technical description, sketch, approved plan and Judicial Form.	4 days
			✓		Communication	Initialization of (69) requests and memoranda for the Chief, RPS from the CENRO on the blue book and log it on my desktop computer.	Received and distributed the same referrals to the respective personnel for their corresponding action having a designated date and time.	6 days
			✓		Client Assistance	Service to Walk-in Client	Guided them on the process to be taken	As the need arises
			✓		Daily Time Record	Verification of the Daily Time Record for submission covering the whole month	Reviewed the time and day entered for remarks and appropriate signature	Half-day
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			✓		Meeting	Presentation on the fiscal status, personnel movement, blessing of the new building and other activities of CENRO-Roxas nearing the year-end.	Attended with CENRO Alma E. Gibe, the personnel and staff	Half-day
			✓		Office Visitation	The arrival of MIMAROPA Regional Executive Dir. Maria Lourdes Ferrer	Joined the short program welcoming her and party.	Half-day
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but of other designations, functions and concurrent capacities)					Holiday	All Saints' Day, Oriental Mindoro's Foundation Day and Bonifacio Day	No work on November 1, 15 and 30	3 days
					Application for Leave	Submission of a Vacation Leave	Prepared and filed a one day vacation leave	One hour

Signature of the Employee:



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

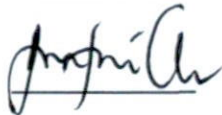
Verified by the Immediate Supervisor:

  
**NANETTE B. CAPACIO**  
 Land Management Officer III/Chief, RPS

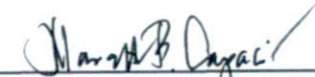


Name: FRANCISCO V. FONTANILLA					Section: Regulation and Permitting Section			
Position: Land Management Officer I					Division: CENRO-Roxas of Oriental Mindoro			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 2021								
	Type		Nature		Details of the Activity			
	PBB Related	Other regular targets 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>			✓		Tracking Record Slip No. 2111000014	Special Power of Attorney issued by his father to one Antonio G. Alejo, Jr.	Searched diligently the file being referred to in relation to the request and endorsed to the Records Officer for release.	1 day
			✓		Settlement of a parcel of land	Amicable settlement of a land dispute among the sibling.	Witnessed the settlement in between Danilo Sadiwa and Attorney-in-fact Josephine Sadiwa Rodriguez and payment for a total of P140,000.00 as equally shouldered by the family members.	Half-day
			✓		Clearing on a claim	Clarificatory advice to the possessor of a property in Bulalacao	Gave them some suggestions on how to settle a portion of land that are occupied by other person after mortgaged on a bank and showing their Tax Declaration.	1 hour
			✓		Daily Time Record	Verification of the Daily Time Record for submission covering the whole month	Reviewed the time and day entered for remarks and appropriate signature	Half-day
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			✓		Year-end Assessment	Discussion on the Financial Status, zeroing balances for the CNA and other payables of CENRO-Roxas; IATF Guidelines on personnel who are not yet vaccinated, etc.	Attended with CENRO Alma E. Gibe, the personnel and staff	Half-day
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but of other designations, functions and concurrent capacities)					Holiday	Feast of the Immaculate Conception of Mary, , Christmas Day, Rizal Day	December 8, 25 and 30	3 days
					On-Leave	Forced Leave	Filed for my family visitation and attended personally to their other necessities.	2 hours
					Work from home	Christmas Eve and Last Day of the Year	In accordance with the order issued by DENR Sec. Roy A. Cimatu.	2 days

Signature of the Employee:



Verified by the Immediate Supervisor:



NANETTE B. CAPACIO

Land Management Officer III/Chief, RPS

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