

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, LANIE JANE A. REY, Forest Technician I and designated Planning Officer of the Planning and Support Unit of DENR-CENRO Taytay, Palawan, commit to deliver and agree to be rated every six (6) months on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021 and July to December 2021.

LANIE JANE A. REY

Ratee

Date:

JUL 01 2021

Reviewed by:

Date

Approved by:

Date

MARIANO P. LIANG, JR.

JUL 01 2021

ALAN V. VILLALBA

JUL 01 2021

Immediate Supervisor

Head of Office

Output

SUCCESS INDICATORS
(TARGETS+MEASURES)

Actual Accomplishment
July to December 2021

Q1 E2 T3 A4
Rating

Remarks

Core Functions
Duties assigned by the CENRO or Immediate supervisor

Perform duties assigned by the CENRO or Immediate supervisor within the given timeline with priority on the functions inherent to Forest Technician I with satisfactory efficiency

Performed duties assigned by the CENRO or Immediate supervisor usually ahead of the given timeline and prioritized those that were inherent to the functions of Forest Technician I

Q1 E2 T3 A4
4.000 4.500 4.250

GENERAL ADMINISTRATION & SUPPORT SERVICES

Top Level Management and Supervision

3.3 Conferences, Meetings and other related activities

Attend conferences, meetings and other related activities per instruction of the supervisor and submit reports 15 days after the event with satisfactory efficiency.

2 Conferences, meetings and other related activities attended and submitted reports within 10 days or less after the event with very satisfactory efficiency.

4.000 4.000 4.000 4.000

Assist in the conduct of conference, meeting or other related activity with satisfactory efficiency and submit report in 15 days after the activity.

Conferences, meetings and other related activities assisted and submitted reports within 10 days or less after the event with very satisfactory efficiency.

Formulation and monitoring of ENR Sector Policies, Plans, Programs and Projects


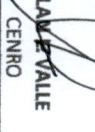
Monitor and evaluate implementation of ENR programs and projects including compliance with ENR policies and agreements

2 Monitoring and evaluation of ENR Programs/projects and submit report every 22nd day of the last month of each quarter with satisfactory efficiency.

4 Monitoring and evaluation of ENR Programs/projects made and report submitted every 20th day or earlier of the last month of each quarter with very satisfactory efficiency.

5.000 5.000 5.000 5.000

Assessment: Aside from herein enumerated accomplishment, the Ratee was also noted to be performing a lot more of non-planning works like mapping and fiscal examination. She rarely needs instruction in routine works.

Output		SUCCESS INDICATORS (TARGETS+MEASURES)		Actual Accomplishment		Rating				Remarks	
						Q1	E2	T3	A4		
Core Functions	Consolidation of physical accomplishment and reports	6	Monthly accomplishment of sections and units to consolidate into a report and to be submitted every 25th day of the month with satisfactory efficiency.	6	monthly accomplishment reports consolidated and submitted every 24th day or earlier every month with very satisfactory efficiency.		4.000	4.000	4.000		
		1	Consolidate Annual report to be submitted on December 20, 2021 with 100% efficiency.	1	Consolidated annual report submitted on December 27, 2021 with 100% efficiency.		4.000	3.000	3.500		
Final Average Rating											
CATEGORY				OUTPUT		RATING					
Total Overall Rating						5.000 25.000 24.500 24.750					
Final Average Rating						5.000 4.167 4.083 4.125					
Adjectival Rating											
Assessed by:											
Comments and recommendation for Development Purposes:											
Ratee can be given the break in the line up of positions of Planning Officers, where she can best show-up and commensurately compensated; or to an entry position under ecosystem and management specialization where she had past relevant work experience owing also to her undergraduate degree.											
Discussed with		Date		Assessed by:		Date		Final/Rating by:		Date	
LANIE/JANE A. REV		JAN 03 2022		 I certify that I discussed my assessment of the performance with the employee. MARIANO P. LILANG, JR. Supervisor		JAN 03 2022		 ALAN E. VALLE CENRO Head of Office		JAN 04 2022	

Name: **LANIE JANE A. REY** Section: **Planning, Administrative and Support Section**
 Position: **Forest Technician I** Division: _____

MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 2021

		Details of the Activity					
	Type	Nature		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				
A. TARGET-RELATED ACTIVITIES	✓		✓	Memorandum	Means of Verifications (MOV) of the target	Reviewed and evaluated MOVs submitted by the sector based on the 2021 WFP and Unit of Work Measurement (UWM)	2 days in a week
				Documentation	Assist PASu of ENTMRPA in the preparation of EI Nido Rehabilitation Plan and cascade Work and Financial Plan (WFP) to the new Planning Officer of the PA	Assisted the PASu of ENTMRPA in the preparation of EI Nido Rehabilitation Plan and cascaded the Work and Financial Plan (WFP) to the new Planning Officer of the PA	5 days
			✓	Memorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOVs	1 day
				Monitoring	Conduct Biodiversity Monitoring System (BMS) for MSPLS and perform other PA related activities	Conducted Biodiversity Monitoring System (BMS) for MSPLS and performed other PA related activities	3 days
			✓	Memorandum	Endorsement of reports to PENRO Palawan	Prepared endorsement memorandum of referred reports pertaining to target activities to PENRO Palawan	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓	Voucher	Control, check and post vouchers to eBudget system and submit the same to PENRO	Vouchers submitted were checked, controlled, charged to available fund and posted to eBudget system	2 days in a week
			✓	Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
			✓	Email	Instruction for compliance from PENRO Planning	Acted instruction for compliance such as preparation of catch-up plans and among others	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)							

Signature of the Employee: **LANIE JANE A. REY**
 Date Accomplished: **August 3, 2020**

Verified by the Immediate Supervisor: **MARIANO P. ILIANG, JR.**

Name: LANIE JANE A. REY
Position: Forest Technician I

Section: Planning, Administrative and Support Section
Division:

MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021

A. TARGET - RELATED ACTIVITIES	Type		Nature		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 #)				
	✓		✓		Memorandum	Means of Verifications (MOV) of the target	Reviewed and evaluated MOVs submitted by the sector based on the 2021 WFP and Unit of Work Measurement (UWM)	2 days in a week
			✓		Memorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOVs	1 day
	✓			TO# 08-2021-0999	Meeting and Investigation	Attend Full-Time Delivery Unit (FDTU) meeting at PENRO and assist in the conduct of investigation in EI Nido	Attended Full-Time Delivery Unit (FDTU) meeting at PENRO and assisted in the conduct of investigation in EI Nido	3 days
			✓		Memorandum	Endorsement of reports to PENRO Palawan	Prepared endorsement memorandum of referred reports pertaining to target activities to PENRO Palawan	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Voucher	Control check and post vouchers to eBudget system and submit the same to PENRO	Vouchers submitted were checked, controlled, charged to available fund and posted to eBudget system	2 days in a week
			✓		Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
			✓		Email	Instruction for compliance from PENRO Planning	Acted instruction for compliance from PENRO Planning	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: LANIE JANE A. REY
Date Accomplished: September 1, 2020

Verified by the Immediate Supervisor: MARIANO P. LIRANG, JR.

Name: LANIE JANE A. REY
Position: Forest Technician I

Section: Planning, Administrative and Support Section
Division:

MONTHLY ACCOMPLISHMENT MONITORING FORM for: September 2021

		Details of the Activity						
	Type	Nature					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		
A. TARGET- RELATED ACTIVITIES	✓		✓		Memorandum	Means of Verifications (MOV) of the target	Reviewed and evaluated MOV's submitted by the sector based on the 2021 WFP and Unit of Work Measurement (UWM)	2 days in a week
			✓		Memorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOV's	1 day
			✓		Encoding	Enhanced Forestry Information System (eFIS)	Populated Manual Data Entry (MODE) forms of tenure to be uploaded in Enhanced Forestry Information System (eFIS)	2 days in a week
	✓		✓		Voucher	Control, check and post vouchers to eBudget system and submit the same to PENRO	Vouchers submitted were checked, controlled, charged to available fund and posted to eBudget system	2 days in a week
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				TO# 09-2021-1105	Inventory	Facilitate the conduct of inventory of households and establishments in the easement areas of EI Nido as part of the Green Economy Model Project under SAA No. CO-R4B-101-2021-07-514	Facilitated the conduct of inventory of households and establishments in the easement areas of EI Nido as part of the Green Economy Model Project under SAA No. CO-R4B-101-2021-07-514	5 days
			✓		Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
			✓		Email	Instruction for compliance from PENRO Planning	Acted instruction for compliance from PENRO Planning	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: LANIE JANE A. REY
Date Accomplished: October 4, 2020

Verified by the Immediate Supervisor: MARIANO P. LIANG, JR.

Name: LANIE JANE A. REV
Position: Forest Technician I

Section: Planning, Administrative and Support Section
Division:

MONTHLY ACCOMPLISHMENT MONITORING FORM for: October 2021

A. TARGET-RELATED ACTIVITIES	Type	Nature		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 #)			
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	✓		✓		Memorandum	Means of Verifications (MOV) of the target	2 days in a week
			✓		Memorandum	Monthly Accomplishment Report	1 day
			✓		Voucher	Control and check submitted vouchers	2 days in a week
				TO# 10-2021-1235	Inventory	Conduct of inventory of commercial establishments and households that fall within easement zone	3 days
	✓				Voucher	Reimbursement	2 hours
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)				TO# 10-2021-1289	Documentation and Encoding	Supervise GEM enumerators in the preparation of accomplishment report and encoding of data gathered from the compliance monitoring	2 days
				TO# 10-2021-1297	Inventory	Facilitate the conduct of inventory of households and establishments in the easement areas of El Nido as part of the Green Economy Model Project under SAA No. CO-R4B-101-2021-07-514	3 days
				TO# 10-2021-1317	Monitoring	Supervise GEM enumerators in the conduct of compliance monitoring of establishments issued with NTV	1 day
			✓		Email	Instruction for compliance from PENRO Planning	1 day

Signature of the Employee: LANIE JANE A. REV
Date Accomplished: November 3, 2020

Verified by the Immediate Supervisor: MARIANO P. LITANO, JR.

Name: LANIE JANE A. REY
 Position: Forest Technician I
 Section: Planning, Administrative and Support Section
 Division:

MONTHLY ACCOMPLISHMENT MONITORING FORM for: November 2021

	Type		Nature		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 #)				
A. TARGET-RELATED ACTIVITIES	✓		✓		Memorandum	Means of Verifications (MOV) of the target	Reviewed and evaluated MOV's submitted by the sector based on the 2021 WFP and Unit of Work Measurement (UWM)	2 days in a week
			✓		Memorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOV's	1 day
				TO# 11-2021-1454	Training-Workshop	Attend training-workshop on results-based management system at PENRO Training Hall	Attended training-workshop on results-based management system at PENRO Training Hall	5 days
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Voucher	Control and check submitted vouchers	Vouchers submitted were checked, controlled, charged to available fund	2 days in a week
			✓		Email	Instruction for compliance from PENRO Planning	Acted instruction for compliance from PENRO Planning	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: LANIE JANE A. REY
 Date Accomplished: December 2, 2020

Verified by the Immediate Supervisor: MARIANO P. Llang, JR.

Name: LANIE JAINE A. REY
Position: Forest Technician I

Section: Planning, Administrative and Support Section
Division:

MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 2021

Type		Nature		Type of Document	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 #)	(indicate date and time the document received)			
A. TARGET- RELATED ACTIVITIES							
✓		✓		Memorandum	Means of Verifications (MOV) of the target	Reviewed and evaluated MOV's submitted by the sector based on the 2021 WFP and Unit of Work Measurement (UWM)	2 days in a week
		✓		Memorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOV's	1 day
		✓		Narrative Report	Annual Narrative Accomplishment Report for CY 2020	Prepared and submitted Annual Narrative Accomplishment Report of CENRO Taytay for CY 2021	1 week
		✓		Voucher	Control and check submitted vouchers	Vouchers submitted were checked, controlled, charged to available fund	2 days in a week
		✓	TO# 12-2021-1631	Inventory	Facilitate the conduct of inventory of households and establishments in the easement areas of EI Nido as part of the Green Economy Model Project under SAA No. CO-R4B-101-2021-07-514	Facilitated the conduct of inventory of households and establishments in the easement areas of EI Nido as part of the Green Economy Model Project under SAA No. CO-R4B-101-2021-07-514	5 days
		✓		Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
		✓		Email	Instruction for compliance from PENRO Planning	Acted instruction for compliance from PENRO Planning	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)							

Signature of the Employee: LANIE JAINE A. REY
Date Accomplished: January 3, 2020

Verified by the Immediate Supervisor: MARIANO P. LINANG, JR.