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.

		7	1	DAIVIE	Ratee	761	JUL 0 1 2021
Reviewed by:	Date	Approved by:	-			Date:	Date
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MARIANO P. LILANG, JR.	JUL 0 1 2021	ALANA	TLE				JUL OT VIVI
Immedia te Supervisor		нрад с	-				
Output	SUCCESS INDICATORS	Actual Accomplishment		Ra	Rating		Remarks
Core Functions	(TARGETS+MEASURES)	July to December 2021	Q1	E2	Т3	A4	
Dutles assigned by the CENRO or	Perform duties assigned by the CENRO or	Performed duties assigned by the	_	4.000	4.500	4.250	
immediate supervispr	immediate supervisor within the given timeline with priority on the functions inherent to Forest Technician I with satisfactory efficiency	ahead of the given timeline and prioritized those that were inherent to					
GENERAL ADMINISTRATION & SUPPORT							
SERVICES							
Top Level Management and Supervision							And the second s
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	Assessment: Aside from herein enumerated accomplishment, the Ratee was also noted to be performing a lot more of
	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.		4.000	4.000	4.000	mon-planning works like mapping and fiscal examination. She rarely needs instruction in routine works.
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	 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	

Output	Succ	SUCCESS INDICATORS	Actual Accomplishment	hment		20	Rating		Remarks
Core Functions	(TAR	(TARGETS+MEASURES)			01	E2	13	A4	
Consolidation of physical	6 Monthly accomp	Monthly accomplishment of sections and units to	6 monthly accomplishment	ent reports		4.000	4.000	4.000	
accomplishment and reports	consolidate into	consolidate into a report and to be submitted	consolidated and submitted every 24th	nitted every 24th					
	every 25th day o	every 25th day of the month with satisfactory	day or earlier every month with very	onth with very	e Statistical de comme				
					-				
	1 Consolidate Ann December 20, 20	Consolidate Annual report to be submitted on December 20, 2021 with 100% efficiency.	 Consolidated annual report submitted on December 27, 2021 with 100% 	port submitted with 100%		4,000	3.000	3.500	
			efficiency.						
Final Average Rating									And of the Party o
CATEGORY			OUTPUT			-			
Total Overall Rating					_	RATING			
Final Average Rating					5.000	25.000	24.500	24.750	
Adjectival Rating					5.000 25.000 24.500 5.000 4.167 4.083	25.000 4.167	24.500	24.750 4.125	
Assessed by:					5.000	25.000 4.167	24.500	24.750 4.125	
Comments and recommendation for Development Purposes:		Ratee can be given the break in the line up of positions of Planning an entry position under ecosystem and management specialization	e line up of positions of Plann		5.000	25.000 4.167	24.500	24.750 4.125	
Discussed with	Date	Assessed by:		ing Officers, where	5.000 5.000 she can	25.000 4.167 4.167 best shoevant wo	24.500 4.083 w-up an	24.750 4.125 d commensurence owing a	RATING 5.000 25.000 24.500 24.750 5.000 4.167 4.083 4.125 Sometimes of the can best show-up and commensurately compensated; or to where she had past relevant work experience owing also to her undergraduate
		I certify that I discussed my assessment of the performance	Da	nning Officers, where zation where she had	5.000 5.000 she can	25.000 4.167 4.167 best shoevant wo	24.500 4.083 0w-up an ork exper	4.125 4.125 d commensurence owing a	ately compensated; or to so to her undergraduate
4	IAN 03 2022	with the employee		ing Officers, where the had the last th	5.000 5.000 she can past rela	25.000 24.500 4.167 4.083 4.167 4.083 best show-up a ayant work experience by:	24.500 4.083 0w-up an ork exper	24.750 4.125 d commensurence owing a	ately compensated; or to so to her undergraduate
		MARIANO P. LILANG, JR.		ing Officers, where iton where she had ite	5.000 5.000 she can	4.167 4.167 4.167 best shoevant we avant we avant we avant we avant we avant we are also best shoevant we avant we avant we are also best shoevant we avant we avant we avant we avant we are avant we avant which we avant	4.083 4.083 4.083 4.083	4.125 4.125 d commensurence owing a	ately compensated; or to so to her undergraduate Date DAN 0.4 2022
LANIEDANE A. REY			> 2	ing Officers, where the had te	5.000 5.000 she can	25.000 24.500 4.167 4.083 best show-up a avant work experiments by: Final/Rating by: ALAN E VALLE	4.083 w-up an rk experiting by:	4.125 d commensurence owing a	stely compensated; or to so to her undergraduate Date JAN 04 2022

Name: LAWE JANE A. REY				Society of the second of the s	i de de la companya del la companya de la companya	Section: Planning, Administrative and Support Section	ction	i de de la company de la compa
E si di didenti de la companya de la	and the state of the state of the state of	v sprittelit de Casaparent de service	-		MONTHLY ACCOM	MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 2021	and the second s	of little the state of the stat
	Ty	Туре	-	Nature	gerinalis altribus proprieta de consensación de communicación de consensación de consensación de consensación	Details of the Activity	he Activity	(S) (Shining or wind for all provide and provide an approximation provides and provides and graphs
	PBB related	Other regular targets based on WFP	Office	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
	L.		d.,		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 (UWW)	2 days in a week
A. TARGET-RELATED ACTIVITIES				TO# 07- 2021-0782	Documentation	Assist PASu of ENTMRPA in the preparation of El Nido Rehabilitation Pian and cascade Work and Financial Pian (WFP) to the new Planning Officer of the PA	Assisted the PASu of ENTMRPA in the preparation of El Nido Rehabilitation Plan and cascaded the Work and Financial Plan (WFP) to the new Planning Officer of the PA	5 days
			4	5550-6990-990-990-990-990-990-990-990-990-9	Memorandum	Monthly Accomplishment Report	Prepaired and submitted Monthly Accomplishment Report to PENRO including MOV's	1 day
				TO# 07- 2021-0872	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
			4		Memorandum	Endorsement of reports to PENRO Palawars	Prepared endorsement memorandum of referred reports pertaining to target activities to PENRO Palawan	1 day
B. MISCELLANEOUS ACTIVITIES (other	S (other		4.	AND THE PROPERTY OF THE PROPER	Voucher	Control, check and post vouchers to eBudget system and submit the same to PENRO		2 days in a week
activities related to the Division or Office outside of the targets)	or Office		*		Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
	Protest Common of the Mills of the Common of		h		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	Division				egeni endringen ignetionen einemannen en einemaglich of deposition der einemannen einemaglich of der einde der Geber der einem der einem der einemannen einemannen einemannen einemannen einemannen einemannen einemannen ein Geber der einemannen einemannen einemannen einemannen einemannen einemannen einemannen einemannen einemannen e			
concurrent capacities)	70				i de la companya de l			

Signature of the Employee: LANIE JAME A. REY

Date Accomplished: August 3, 2020

Verified by the Immediate Supervisor: MARIANO PLILANG, JR.

Position: Forest Technician I		representation of the control of the		Vielesting	de la company	Section: Planning, Administrative and Support Section Division:	ction:	
e mende en		and any production of the sale	and the family for the same		MONTHLY ACCOMP	MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021		
	Type	De.	N	Nature			e Activity	edjýlyvour oblom pedjeje přementení metom pomentom pro-
	PBB	Other regular targets based on WFP	Office	Field Work (indicate 170 #)	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	4.		<i>خ</i> ـ		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 (UWW)	2 days in a week
			A.,	Bassociet Cilina sa Magandra Roya agus est	Wemorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOV's	1 day
	۷.			TO# 08- 2021-0999	Meeting and Investigation	Attend Full-Time Delivery Unit (FDU) meeting at Meeting and Investigation PENRO and assist in the conduct of investigation in El Nido	Attended Full-Time Delivery Unit (FDU) meeting at PENRO aind assisted in the canduct of investigation in El Nido	3 days
	y		den		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 ourside of the Jamets)	other or Office	Nacional State Control of the	4.		Voucher	Control, check and post vouchers to eBudget system and submit the same to PENRO	Vouchers submitted were checked, cotrolled, charged to available fund and posted to eBudget system	2 days in a week
	1		de.	and the state of t	Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
	W anian versal scalars		£.,		Email	Instruction for compliance from PENRO Planning	Acted instruction for compliance from PENRO Planning	1 day
C. OTHER FUNCTIONS AND DUTIES	TES	and the section of th			despitabilitation of the common constitution of the constitution o			
(other activities not related to the Division but other designations functions and	livision				in equalifyin distribut model and a majority production of the significant production of the sig			(Permitting and magnification of standard delicitation of profits)
concurrent capacities)	Î	- in the second second	ENSERVE CHES	and the second s	de de la desta			

Signature of the Employee: LANIE JANE A. REY

Date Accomplished: September 1, 2020

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

Name: LANIE JANE A. REY	and the same of th	- Annie bestellige bet	-	Silver Delivery and the second second		Section: Planning, Administrative and Support Section	CHOR	pojijijajajih disibagijanijajajindulususaaname siiranjinajid
Position: Forest Technician I		and Andrews				Division:		
					MONTHLY ACCOMPLI	MONTHLY ACCOMPLISHMENT MONITORING FORM for: September 2021	Africa metronomeno menon personale de personale de personale de menon de la companya de la companya de la comp	
	1	Type	200	Nature		Details of the Activity	e Activity	
	PBB	Other regular targets based on WFP	Office	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	4-	Microsoft Program composition (graphics)	×.		Wemorandum	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 (UWW)	2 days in a week
			d.		Memorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOV's	1 day
	bu		den.		Encoding	Enhanced Forestry Information System (#FIS)	Populated Manual Data Entry (MDE) forms of tenure to be upleaded in Enhanced Forestry Information System (eFIS)	2 days in a week
			d.		Voucher	Control, check and post vouchers to effudget system and submit the same to PENRO	Vouchers submitted were checked, cotrolled, 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)	S (other or Office			TO# 09- 2021-1105	Inventory	Facilitate the conduct of inventory of households and Eacilitated the conduct of inventory of households establishments in the easement areas of El Nido as and establishments in the easement areas of El Nido part of the Green Economy Model Project under SAA as part of the Green Economy Model Project under No. CO-R4B-101-2021-07-514	Facilitated 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. CC-R4B-101-2021-07-514	5 days
And the state of t			d.		Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
			die		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	Division							
but other designations, functions and concurrent capacities?	and							
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Signature of the Employee: LANIE AANE A. REY

Date Accomplished: October 4, 2020

Verified by the immediate Supervisor: MARIAND P. LILANG, JR.

Type Value Dollar Field Type of Document Page Field Type of Document Page Field Activity (end-air and fire decidate of the Activity (end-air and fire decidate) Activity (end-air and fire de	Position: Forest Technician I					والمرافقة والإفراقة والمرافقة والمحسسة والمتحسن فالمتحسن فالمترافعة والمتحاولة والمتحاولة والمتحاولة	Section: Planning, Administrative and Support Section Division:	ort Section	egenning (light) je jelije je viejele veljeli velikovaja potova pomenova varanje.
Type Papel Type of Documents Subject Activity Event Activity Event Activity Event					spiriting and an article and a second	MONTHLY ACCOMPLIS	HMENT MONITORING FORM for: October 202		
PBB trigular Office Work Activity (indicate date based on Work (indicate the status of the date based on Work (indicate date based on Work). Wearn of time the document (indicate the status of the documentable) when the property of the target of the status of the documentable when the property of the target of the property of the property of the target of the property of the property of the property of the target of the property of th		Ţ	pe	N	ature		Details o	the Activity	is and principal groups again a fulf the segment point place an extensional parameter of the segment parameter
Memorandum Means of Verifications (MOV) of the target V Memorandum Monthly Accomplianment Report TO# 10- 2021-1235 Inventory Enablishments and check submitted vouchers Voucher Conduct of riverification of compliance from PENRO TO# 10- 2021-1239 Inventory Reimbursement V Voucher TO# 10- 2021-1239 Inventory Inventory Reimbursement TO# 10- 2021-1239 Inventory Reimbursement TO# 10- 2021-1239 Inventory Reimbursement Reimbursemen	A TARGET-RELATED	PBB	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document Activity (indicate date and time the document received)		Action Taken (indicate the status of the document/activity)	Time Consumed
Memorandum Monthly Accomplishment Report Voucher Control and check submitted vouchers Vouchers Conduct of inventory and households that fall within establishments and preparation of travel Top 10, 2021-1289 Combacted of linventory establishments and households that fall within establishments and establishments in the	ACIMIES	~		4		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 (UWW)	2 days in a week
Voucher Control and check submitted vouchers charged to available fund TO# 10- 2021-1235 Inventory establishments and households that fall within establishments and households that fall within establishment are configured for the preparation of gathered form the condition of accomplishment in the preparation of the compliance monitoring of 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 TO# 10- 2021-1289 Inventory Inventory of commence of the Orient Economy Model Project under SAA No. CO-R4B-101-2021-07-514 TO# 10- 2021-1289 Inventory Email Instruction for compliance monitoring of 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 Supervise GEM enumerators in the conduct of Supervised dEM enumerators in the conduct of supervised dEM enumerators in the compliance monitoring of establishments issued with NTV Email Instruction for compliance from PENRO Planning Planning				4		Memorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOV's	1 day
Conduct of inventory of commercial establishments and households that fall within establishments and boundary of fall establishment and excoding of data accomplishment report and excoded data gathered from the compliance monitoring and establishments in the essement areas of EI and establishments in the es		province of the control of the contr		~		Voucher	Control and check submitted vouchers	Vouchers submitted were checked, cotrolled, charged to available fund	2 days in a week
Voucher Reimbursement TO# 10- Office TO# 10- 2021-1289 Commentation and Encodin of accomplishment report and encoding of data gathered form the compliance monitoring gathered form the complishment report and encoding of data part of the ITO# 10- 2021-1287 Inventory Inventory Inventory Project under SAA No. CO-RAB-101-2021-07- SUpervise GEM enumerators in the preparation of compliance monitoring and establishments in the easement areas of El and establishments in the easement areas of El and establishments in the easement areas of El Nido as part of the Green Economy Model TO# 10- 2021-1317 Monitoring With NTV Email Instruction for compliance from PENRO Planning Planning Preparation Supervised GEM enumerators in the preparation of travel torm the compliance the compliance from PENRO Instruction for compliance from PENRO Planning Planning Preparation Supervised GEM enumerators in the preparation of travel torm the compliance from the compliance from PENRO Planning Preparation Supervised GEM enumerators in the port and encoded data gathered form the compliance from PENRO Planning Preparation Supervised GEM enumerators in the preparation of the compliance monitoring of establishments issued with NTV Planning Planning		ngkentanian konstanja samusanja s			TO# 10- 2021-123\$	Inventory	Conduct of inventory of commercial establishments and households that fall within easement zons.	Conducted of inventory of commercial establishments and households that fall within easement zone	3 days
Office TO# 10- 2021-1289 commentation and Encoding of accomplishment report and encoding of data TO# 10- 2021-1297 Inventory pathered form the compliance monitoring and establishments in the easement areas of El		grafin translam seneração (o galação) e		~		Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
TO# 10- 2021-1297 TO# 10- 2021-1297 TO# 10- 2021-1317 TO# 10- 2021-1317 TO# 10- 2021-1317 To# 10- 2021-1317 Monitoring Instruction for compliance from PENRO Email To# 10- 2021-1317 Facilitated this 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- SAA No. CO-R4B-101-202	B. MISCELLANEOUS ACTIVITIES activities related to the Division of	S (other or Office			TO# 10- 2021-1289	ocumentation and Encode	Supervise GEM enumerators in the preparation in of accomplishment report and encoding of data gathered form the compliance monitoring.	Supervised GEM enumerators in the preparation of accomplishment report and encoded data gathered form the compliance monitoring	2 days
Supervise GEM enumerators in the conduct of compliance monitoring of establishments issued compliance monitoring of establishments issued compliance monitoring of establishments issued with NTV Email: Planning Penro	outside of the targets)				10#10-2021-1297	inventory	PRICHEME THE COMPOUNT OF INVENTORY OF INJUSTICIONS 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-		3 days
Email Instruction for compliance from PENRO Acted instruction for compliance from PENRO Planning.		anglari usana menununi inggan menungan m			TO# 10- 2021-1317	Monitoring	Supervise GEM enumerators in the conduct of compliance monitoring of establishments issued with NTV	Supervised GEM enumerators in the conduct of compliance monitoring of establishments issued with NTV	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		dericke with the subsection of	ary activities of philosophic activities and activities activities and activities activities and activities activities and activities activities activities activities activities activities and activities acti	~		Email	Instruction for compilance from PENRO Planning	Acted instruction for compliance from PENRO Planning	1 day
but other designations, functions and conoument capacities)	C. OTHER FUNCTIONS AND DUT (other activities not related to the L	TIES Division				e de la			
1	but other designations, functions a concurrent capacities)	and .				ali ya da			espirita de la composition della composition del

Signature of the Employee: LANIE JANE A. REY

Date Accomplished: November 3, 2020

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

concurrent capacities)	(other activities not related to the Division but other hadronations throfilms and	C OTHER FUNCTIONS AND DUTIES		activities related to the Division or Office outside of the targets)	B ASSOCIATION ROWSENDER LAKE		A. TARGET- RELATED ACTIVITIES	PBB regular related based on WFP	Type		Position: Forest Technician I	
			4.	خ ـ		den.	4	Office Work				the same of the sa
					TO# 11- 2021-1454			Fleid Work (indicate TO #)	Nature			
			Email	Voucher	Training-Workshop	Memorandum.	Memorandum	Type of Document Activity (indicate date and time the document received)		MONTHLY ACCOMPL		consequently by the property of the second consequence of the property of the
	annet descriptions des dispositions en commission de seguire qualificação de communicación de seguire de communicación de com		Instruction for compliance from PENRO Planning	Control and check submitted vouchers	Attend training-workshop on results-based management system at PENRO Training Half	Monthly Accomplishment Report	Means of Verifications (MOV) of the target	Subject/ Activity/ Event	Details of	MONTHLY ACCOMPLISHMENT MONITORING FORM for: November 2021	Division:	
			Acted instruction for compliance from PENRO Planning	Vouchers submitted were checked, cotrolled, charged to available fund	Attended training-workshop on results-based management system at PENRO Training Hall	Prepared and submitted Monthly Accomplishment Report to PENRO including MOV's	Reviewed and evaluated MOV's submitted by the sector based on the 2021 WFP and Unit of Work Measurement (UWM)	Authon Taken (indicate the status of the document/activity)	Details of the Activity			
			1 day	2 days in a week	5 days	1 day	2 days in a week	Time Consumed		NO. a fill to a super a fill to a fi		Valley bloom to the state of th

Signature of the Employee: LANIE JANIE A. REY

Date Accomplished: Departmer 2, 2020

Verified by the Immediate Supervisor, MARIANO PST ANG. JR.

Position: Forest Technician i			and desired the second	si di bili besteri pione de essente managemente de	des de la company de la co	Section: Planning, Administrative and Support Section Division:	etion	entity proportional disconsistence manager
		And the second s	and the second second		MONTHLY ACCOMPL	MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 2021	il deliment impere en consequence de des des des des des des des des des	And in the second spinished to the second se
	Type	oe .	~	Nature	describitation of describing the second	Details of the Activity	e Activity	-
	PBB	other sgular argets sed on WFP	Office	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	4		~		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
			4		Memorandum	Monthly Accomplishment Report	Prepared and submitted Monthly Accomplishment Report to PENRO including MOV's	1 day
	15-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-		~		Narrative Report	Annual Narrative Accomplishment Report for CY 2020	Prepared and submitted Annual Narrative Accomplishment Report of CENAC Taytay for CY 2021	1 week
			۷.		Voucher	Control and check submitted vouchers	Vouchers submitted were checked, cotrolled, charged to available fund	2 days in a week
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office	s (other			TO# 12- 2021-1631	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 as part of the Green Economy Model Project under SAA as part of the Green Economy Model Project under SAA 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 El Nido as part of the Green Economy Model Project under SAA No. CO-R4B-101-2021-07-514	5 days
outside of the targets)			4		Voucher	Reimbursement	Prepared and submitted reimbursement vouchers of travel	2 hours
			4.		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	TIES Jivision							
concurrent capacities)				Soliditi Samura Superinamente management				+

Signature of the Employee: LANE/JANE A. REY
Date Accomplished: January 3, 2020

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