

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA REGION
mimaroparegion@denr.gov.ph | denr4blegal@gmail.com

DENR MIMAROPA REGION
represented by RED Lormelyn E.
Claudio,

Complainant **DENR Case No. M-05-22-A**

-versus-

For: *Conduct Prejudicial to the
Best Interest of the Service and
Inefficiency and Incompetence in
the Performance of Official
Duties*

JOSEPHINE V. GUECO,
Administrative Officer I,
Respondent.

X-----X

ANSWER

Undersigned Respondent, unto this Honorable Office, most respectfully avers that:

STATEMENT OF FACTS

1. DENR-CENRO Socorro, Oriental Mindoro informed Respondent on **06 March 2023**, that it had received a copy of this Office’s Formal Charge dated 23 January 2023 against her with an order to submit an Answer in writing under oath in not less than three (3) days but not more than ten (10) days from receipt thereof;
2. On **10 March 2023**, Respondent personally received a copy of the said Formal Charge from the Administrative Section of DENR-CENRO Socorro;

(Certified True Copy of said Formal Charge with receiving details is attached hereto and made an integral part hereof as **ANNEX “1”**)
3. In computing a period, the first day shall be excluded and the last day included.¹ Hence, the last day for filling of this Answer is on **20 March 2023**:
4. **Respondent was never served with a copy of the alleged Investigation Report dated 02 September 2020 and its attachment(s), if any, which appears to be the basis of Formal Charge against Respondent;**
5. Lot 1292 located at Maluanluan, Pola, Oriental Mindoro was approved to be a subject of mass titling particularly Residential Free Patent application due to the Memorandum prepared and signed by **LMO III Delia T. Almarez**, then Chief of Regulation and

¹ Article 13, Paragraph 3, Civil Code of the Philippines.

Permitting Section (RPS), who recommended that “**Public Land Subdivision Plan of Lot 1292, CAD 957-D covered by Survey Order No. 2020-002 be approved leading to the issuance of residential patents.**”² According to Chief Almarez, the basis of thereof are the following facts that she have ascertained:

- xxx
2. That the said lot in is actual occupation of 76 residents/occupants and they agreed to subdivide the lot according to the area they occupied (see attached plan);³

- xxx
4. The land is **primarily devoted for residential purposes**;⁴

- xxx
6. That the land is **free from claims and conflicts** at the time of inspection and time of actual survey.

xxx

(Certified True Copy of said Memorandum with subject, “Supplemental Report for the Approval of Public Land Subdivision Plan of Lot 1292, CAD-957-D, Maluanluan, Pola, Oriental Mindoro,” is attached hereto and made an integral part hereof as ANNEX “2”)

6. Per recommendation of Chief Almarez, the Regional Office approved the Subdivision Plan CSD-4B-003285 with seventy-six (76) lots on 13 February 2020;

(Certified True Copy of the Partial List of Claimants prepared by Barangay Secretary Riechelle V. Peradilla, noted by Barangay Councilor Jonalyn M. Padua, and certified by Barangay Captain Rodante F. Montealegre is attached hereto and made an integral part hereof as ANNEX “3”)

7. **From then, Respondent complied dutifully and diligently the tasks assigned by Chief Almarez;**
8. Respondent was assigned to facilitate the Residential Free Patent Applications covering Lot Nos. 1292-30, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 43, 44, 45, and 46 of CSD-4B-003285. **However, Chief Alvarez informed Respondent that there were already pre-arranged agreements among the barangay officials, claimants, and her to streamline the application process;**
9. On 07 July 2020, Chief Almarez together with Respondent and other concerned personnel went to Barangay Maluanluan to formally accept the claimants’ application and conduct geotagging of photos;
10. Chief Almarez prepared all the Investigation and Ocular Inspection Reports and each application was supported by Joint Affidavit of Disinterested Persons, Certification and *Pagpapatunay* signed by the Barangay Captain. Respondent was then ordered by Chief Almarez to just attach her signature and take geo-tagged photos to reinforce the respective applications. As a mere subordinate, she has no choice but to follow her Chief’s order and trust her decisions. Otherwise, she may be held accountable for insubordination;
11. As regards Lot No. 34 and 35 its actual claimant, Jonadith and Rolando M. Claveria, who bought said property from Spouses Willie R. Cleofe and Mary Ann V. Cleofe for one hundred thirty-five pesos (Php 135,000.00) on 06 April 2015, waived their rights over such lot to facilitate the construction of the proposed Satellite Market Site

² Emphasis supplied.

³ Emphasis supplied.

⁴ Emphasis supplied.

Extension. In exchange, she was allowed to apply for Lot No. 13, ninety-nine square meters (99 sq.m.) and Lot No. 14, one hundred square meters (100 sq.m.);

(Certified True Copy of the *Bilihan ng Lote* is attached hereto and made an integral part hereof as ANNEX “4”)

ISSUES

- I. Whether or not Respondent’s conduct is prejudicial to the best interest of the service; and
- II. Whether or not Respondent is inefficient and incompetent in the performance of official duties.

AFFIRMATIVE DEFENSES

12. Respectfully, the Formal Charge contains vague, piece-meal and mere self-serving conclusions and is seemingly geared just to establish a case against Respondent. **It does specify the connection of the cited facts to the charges more so, it is not accompanied by certified true copies of the documentary evidence involved** which are all contrary to *Rule 5, Section 23 of 2017 Rules on Administrative cases in the Civil Service (2017 RACCS)* and violative of Respondent’s constitutional right to be informed of the nature and cause of charges against her. As clarified by the Supreme Court:

(W)anton disregard of the proper procedure in administrative investigations under the civil service rules cannot be countenanced xxx The violation of a party's right to due process raises a serious jurisdictional issue which cannot be glossed over or disregarded at will. **It is well-settled that a decision rendered without due process is void *ab initio*** and may be attacked at anytime directly or collaterally by means of a separate action, or by resisting such decision in any action or proceeding where it is invoked.⁵

13. Relatedly, the Supreme Court explained that:

The quantum of proof in administrative proceedings necessary for a finding of guilt is *substantial evidence* or such relevant evidence as a reasonable mind may accept as adequate to support a conclusion. The burden to establish the charges rests upon the complainant. The case should be dismissed for lack of merit if the complainant fails to show in a satisfactory manner the facts upon which his accusations are based. The respondent is not even obliged to prove his exception or defense.⁶

- I. **Respondent’s conduct is not prejudicial to the best interest of service.**

14. Conduct prejudicial to the best interest of the service is not defined by the Civil Service Law and its rules, but is so inclusive as to put within its ambit *any conduct of a public officer that tarnishes the image and integrity of his public office;*⁷

⁵ Emphasis supplied. *Teresita L. Salva v. Flaviana M. Valle*, G.R. No. 193773, 02 April 2013, Perlas-Bernabe, Villarama, Jr., J.

⁶ Emphasis supplied. *National Bureau of Investigation v. Conrado M. Najera*, G.R. No. 237522, June 30, 2020, Lopez, J.

⁷ Emphasis supplied. *Civil Service Commission and the Office of the Solicitor General v. Edgar B. Catacutan*, G.R. No. 224651, 03 July 2019, Reyes. J. Jr., J.

15. According to the Supreme Court, the following acts or omissions have been treated as conduct prejudicial to the best interest of the service: (a) misappropriation of public funds; (b) abandonment of office; (c) failure to report back to work without prior notice; (d) failure to safe-keep public records and property; (e) making false entries in public documents; (f) falsification of court orders; (g) a judge's act of brandishing a gun; and (h) threatening the complainants during a traffic altercation;⁸

16. Respondent has never been involved in any issue similar to the abovementioned. She is already sixty-one (61) years old and has been employed by this Honorable Office since 1990 – a total of thirty-three (33) years of service – more than half of her life;

II. Respondent's is not inefficient and incompetent in the performance of her official duties.

17. Similar to conduct prejudicial to the best interest of the service, incompetence in the performance of official duties is not defined by the Civil Service Law. However, the Supreme Court is consistent in relating such to poor performance;⁹

18. The Individual Performance Commitment and Review (IPCR) of Respondent for the past five (5) years are all "Very Satisfactory" – proofs that she is efficient and competent in the performance of his official duties;

(Certified True Copy of said Respondent's IPCR from year 2018 to 2022 are attached hereto collectively and made an integral part hereof as ANNEX "5" to "9-B", respectively)

19. Further, Respondent's current Chief, LMO III Maria Alva Renelyn A. Culla-Umali, commented on her IPCR Form for the periods of July to December 2022 and January to June 2022 that she:

Consistently demonstrates that she cares about her job and motivated to finish tasks and assignments on time. Highly recommended for promotion.

xxx

Always cordial and willing to help co-workers and clients.¹⁰

20. Hence, it would be the height of injustice to rule that Respondent is inefficient and incompetent despite the consistent "Very Satisfactory" IPCR rating and upstanding comments from his immediate supervisor.

PRAYER

I. This Honorable Office DISMISS and/or RECONSIDER THE FORMAL CHARGE¹¹ against him for lack of merit and in consideration of the following reasons:

⁸ Estrella M. Domingo v. Civil Service Commission and Victorino Mapa Manalo, G.R. No. 236050, 17 June 2020, Laxaro-Javier, J.

⁹ Emphasis supplied. Joel G. Miranda v. Antonio C. Carreon, et al., GR. No. 143540, 11 April 2003, Sandoval-Gutierrez, J.

¹⁰ See Annex "9-A" and "9-B".

¹¹ In the case of Engr. Pedro C. Rubio, Jr. v. Hon. Emmanuel M Paras, Administrator, National Irrigation Administration (NIA), G.R. No. 156047, 12 April 2005, Callejo, Sr. J., the Supreme Court explained that "although under the afore-quoted (referring to then Section 16 of the Uniform Rules on Administrative Cases in the Civil Service [URACCS]) rule a party-respondent is proscribed from filing a request for clarification, bill of particulars or a motion to dismiss the formal charge as the said pleadings are obviously designed to delay the administrative proceedings, such rule does not specifically prohibit the party-respondent from filing a motion for a reconsideration of the formal charge. Case law has it that - 'Under the maxim expression unius est exclusio alterius, the mention of one thing implies the exclusion of another thing not mentioned. Thus, if a statute enumerates the things upon which it is to operate, everything else must necessarily and by implication be excluded from its

- a. Respondent did not tarnish the image and integrity of her public office instead, her actions were always done in good faith, under the orders of her chief, and with the intention to uphold public interest;
 - b. Respondent is not inefficient and incompetent in the performance of her official duties. On the contrary, her IPCR for the past years are proofs that she is efficient and competent;
 - c. Respondent spent more than half of her life working at the DENR, she is nearing compulsory retirement age, and has never been found guilty of any administrative offense related to her official duties and this is the first Formal Charge she faced; and
 - d. Respondent acted without malice, did not take undue advantage of her official position, and did not receive any personal gain or benefit in the performance of her official duties.
- II. As much as the Respondent desires to request for the conduct of Formal Investigation, *unfortunately, she does not have the financial capacity to hire legal services, pay for travel expenses to appear in hearings, and other related fees to fully defend herself during such process. Nonetheless, she would like to humbly ask for this Honorable Office not to overlook the fact that the person who can completely explain what occurred during the Residential Free Patent Application in Maluanluan, Pola and who has the final decision in matters relative thereto, is the then Chief, yet she was not even investigated or charged;* and
- III. This Honorable Office grant other just and equitable reliefs in the premises.

RESPECTFULLY SUBMITTED.

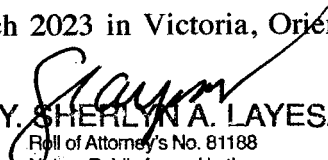
Victoria, Oriental Mindoro for Ermita, Manila, 17 March 20223.


JOSEPHINE V. GUECO
Administrative Officer I
UMID No. CRN-006-0075-8576-8
Respondent

REPUBLIC OF THE PHILIPPINES)
VICTORIA, ORIENTAL MINDORO) S.S

SUBSCRIBED AND SWORN to before me this 20 March 2023 in Victoria, Oriental Mindoro.

Doc. No. 59 ;
Page No. 13 ;
Book No. 1 ;
Series of 2023 .


ATTY. SHERLYN A. LAYESA
Roll of Attorney's No. 81188
Notary Public for and in the
Municipality of Victoria, Oriental Mindoro
Appointment No. NP-23-259 until December 31, 2024
BP No. 261993/ 01.03.2023/ Oriental Mindoro
PTR No. 2986569A/ 01.11.2023/ Victoria
NOTARY PUBLIC
MORC Compliance: Newly Admitted until April 14, 2025

operation and effect. This rule, as a guide to probable legislative intent, is based upon the rules of logic and natural workings of the human mind." Emphasis supplied.



CERTIFIED TRUE COPY

DATE:

DENR MIMAROPA Region
Rep. by RED Lormelyn E. Claudio,
Complainant

DENR Case No. M-05-22-A

- versus -

JOSEPHINE V. GUECO
Administrative Officer I,
Respondent.

For: **Conduct Prejudicial to the Best
Interest of the Service and
Inefficiency and Incompetence in
the Performance of Official Duties**

CENRO S. BORRO
ORIENTAL MINDORO

RECEIVED
3/6/23

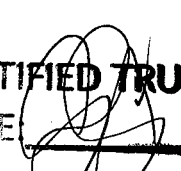
FORMAL CHARGE

Pursuant to the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), you are hereby formally charged for Conduct Prejudicial to the Best Interest of the Service and Inefficiency and Incompetence in the Performance of Official Duties, committed as follows:

The findings in your Investigation and Ocular Inspection (with geotagged photographs) conducted on July 07, 2020 regarding Residential Free Patents (RFP) covering Lot Nos. 1292-30, 32, 33, 34, 35, 36, 37, 38, 39, 40, 42, 43, 44, 45, and 46, all of Csd-4B-003285, Barangay Maluanluan, Pola, Oriental Mindoro, are in contrast with the Investigation Report dated September 02, 2020 submitted by the PENRO and CENRO Composite Team regarding Lot 1292:

Lot No./ Name of Applicant/ RFP No.	Investigation and Ocular Inspection conducted on July 07, 2020	Investigation Report dated September 02, 2020
1292-33 Rocky R. Montealegre 045210-20-5004 *Geotagged photographs: 13°5'33"N, 121°25'17"E accuracy: 20m 13°5'33"N, 121°25'17"E accuracy: 4m 13°5'33"N, 121°25'17"E accuracy: 14m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about <u>1999</u> ."	"As per ground survey and verification of our team, the following are the status of each lot: XXX-XXX One (1) lot was already patented (Special Patent) and this is lot 56 with Patent No. SP-LGU-MDR-0014 issued on March 18, 2020. The said lot was allocated as the future site for the flea market of Barangay Maluanluan. In addition to this, the original occupant/claimant of lot 56 opted to exchange their position to be relocated to the current location of the flea market which is situated in lot 33, 34, 35 (emphases supplied) Received 3/16/2023 Jano
1292-34 Jonadith L. Claveria 045210-20-5005 *Geotagged photographs: 13°5'32"N, 121°25'18"E accuracy: 3m 13°5'32"N, 121°25'18"E accuracy: 3m 13°5'32"N, 121°25'18"E	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon	

accuracy: 3m	the residential land applied for on or about 1990 ."	
1292-35 Rolando M. Claveria 045210-20-5006 *Geotagged photographs: 13°5'33"N, 121°25'18"E accuracy: 3m 13°5'33"N, 121°25'18"E accuracy: 3m 13°5'33"N, 121°25'18"E accuracy: 3m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about 1990."	
1292-30 Ruth S. Natal 045210-20-5001 *Geotagged photographs: 51 P 328957 1447876 accuracy: 2m 51 P 328957 1447876 accuracy: 2m 51 P 328957 1447876 accuracy: 2m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about 1972."	Forty-four (44) lots were found to be vacant lots. Out of which, two (2) lots were observed to have an actual structure inside but there is no occupant on it and these are lot xxx (with abandoned Card Bank meeting house) and Lot 30 (abandoned Big Mac stand). Moreover, eighteen (18) lots were observed to have no improvements or developments and these are lots xxx, which we could consider as idle land. The remaining Twenty-four (24) lots were observed to have no structure built on it but were planted either with bananas, coconuts and/or vegetables and with claimants and will be subjected for further review and validation. These are lots xxx,, 32, 36, 37, 38, 39, 40, xxx, 42, 43, 44, 45, 46, xxx (emphases supplied)
1292-32 Virgilio A. Lagsac 045210-20-5003 *Geotagged photographs: 51 P 328949 1447869 accuracy: 2m 51 P 328949 1447869 accuracy: 2m 51 P 328949 1447869 accuracy: 2m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about 1972."	
1292-36 Jezza L. Familiaran 045210-20-5007 *Geotagged photographs: 13°5'31"N, 121°25'19"E accuracy: 4 m 13°5'31"N, 121°25'19"E	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest;	CERTIFIED TRUE COPY DATE: _____ MARLENE M. MADILLA Admin. Asst. / Records Officer-Designate

accuracy:4 m 13°5'31"N, 121°25'19"E accuracy:4 m	6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about 1992 ."	
1292-37 Apolonia R. Montealegre 045210-20-5008 *Geotagged photographs: 13°5'33"N, 121°25'17"E accuracy:4 m 13°5'33"N, 121°25'16"E accuracy:4 m 13°5'33"N, 121°25'16"E accuracy:5 m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about 1999 ."	
1292-38 Annilyn A. Dris 045210-20-5009 *Geotagged photographs: 13°5'32"N, 121°25'18"E accuracy: 3m 13°5'32"N, 121°25'18"E accuracy: 3m 13°5'32"N, 121°25'18"E accuracy: 3m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about 1999 ."	
1292-39 Edwin G. Austria 045210-20-5010 *Geotagged photographs: 13°5'33"N, 121°25'18"E accuracy: 3m 13°5'33"N, 121°25'18"E accuracy: 3m 13°5'33"N, 121°25'18"E accuracy: 3m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about 2006 ."	
1292-40 Nomar M. Saway 045210-20-5011 *Geotagged photographs: 13°5'31"N, 121°25'19"E accuracy: 3m 13°5'31"N, 121°25'19"E accuracy: 3m 13°5'31"N, 121°25'19"E	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon	CERTIFIED TRUE COPY  MARSONE JOSE S. AUSTRIA AD-1

SH 2.03.2023

MARLENE M. BADILLA
Admin. Asst. IV/ Records Officer-Designate
Legal Division, DENR MIMAROPA Region

accuracy: 3m	the residential land applied for on or about <u>2006</u> ."
1292-42 Rodel P. Abraham 045210-20-5326 *Geotagged photographs: 13°5'33"N, 121°25'18"E accuracy: 3m 13°5'33"N, 121°25'18"E accuracy: 3m 13°5'33"N, 121°25'18"E accuracy: 3m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about <u>2006</u>."
1292-43 Jovenile M. Asi 045210-20-5012 *Geotagged photographs: 13°5'31"N, 121°25'19"E accuracy: 4m 13°5'31"N, 121°25'19"E accuracy: 4m 13°5'31"N, 121°25'19"E accuracy: 4m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about <u>2006</u>."
1292-44 Serafin H. Manalo 045210-20-5013 *Geotagged photographs: 13°5'33"N, 121°25'18"E accuracy: 4m 13°5'33"N, 121°25'18"E accuracy: 3m 13°5'33"N, 121°25'18"E accuracy: 3m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about <u>1990</u>."
1292-45 Noel A. Maaño 045210-20-5014 *Geotagged photographs: 13°5'32"N, 121°25'18"E accuracy: 3m 13°5'32"N, 121°25'18"E accuracy: 3m 13°5'32"N, 121°25'18"E accuracy: 3m	"5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about <u>1990</u>."

CERTIFIED TRUE COPY

DATE: _____

MARLENE M. BADILLA
ADT

1292-46 Michael V. Padua 045210-20-5015 *Geotagged photographs: 13°5'32"N, 121°25'16"E accuracy: 4m 13°5'32"N, 121°25'16"E accuracy: 9m 13°5'32"N, 121°25'16"E accuracy: 4m	5. The applicant or his/her predecessor in interest has actually resided on and continuously possesses and occupied, under a bona fide claim of acquisition of ownership, the subject land for at least ten (10) years prior to the filing of the application, by himself/herself or through his/her predecessor in interest; 6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about <u>2000</u> ."	CERTIFIED TRUE COPY DATE: <u> </u> MARSONE JOYCE S. KURMAN
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In response to the Show-Cause Memorandum dated June 03, 2022 issued by the undersigned, you submitted a Memorandum dated July 19, 2022 stating among others, that:

- "2. The prevailing practice was conducted in the prompt distribution of public land (residential free patent). Several barangay meetings were conducted, consultation and close coordination with the barangay officials and residents was done in order to identify the actual occupant of Barangay Maluanluan, Pola, Oriental Mindoro;
3. Lot Nos. 1292-33, 34, and 35 constitute the current location of the flea market but due to the internal agreement made between the barangay officials and occupants/claimants of Lot 56,¹ the latter opted to exchange their position and be relocated the(sic) current location of the flea market. Hence, Lot Nos. 1292-33, 34, and 35 were eventually assigned to Rocky R. Montealegre, Jonadith L. Claveria, and Rolando M. Claveria;
4. Lot No. 1292-30, as claimed by Ruth S. Natal, has an actual structure, i.e., abandoned Big Mac stand. On the other hand, Lot Nos. 1292-32, 36, 37, 38, 39, 40, 42, 43, 44, 45, and 46 have no structures built on them but claimants have planted either bananas, coconuts, and/or vegetables therein; and
5. The claimants are residents of Barangay Maluanluan, Pola and each application was supported by Joint Affidavit of Disinterested Persons, Certification and Pagpapatunay signed by the Barangay Captain, among others, stating that the claimants have continuously occupied and cultivate(sic) the land.

The concerned barangay has the authority to certify the qualifications of the resident claimants. For this reason, coupled with the fact that I've considered the slightest form of improvements introduced in the land, i.e. cultivation and to serve the Filipino people in compliance with the DENR mandated by alleviating poverty and promoting social equity for the welfare of the Filipinos thru public land distribution under Republic Act 10023.

Further, on 26 October 2021, Requests for Revocation of 31 Residential Free Patent applications were forwarded by the DENR-PENRO MIMAROPA to the office of the Regional Executive Director.

In consideration of the foregoing facts, I humbly ask for your understanding and consideration not to file an administrative case against me."

However, Section 3 of DAO No. 2010-25² explicitly states that:

"Sec. 3. Qualifications. - Applicants for the issuance of a residential free patent shall possess the following qualifications, namely:

XXX

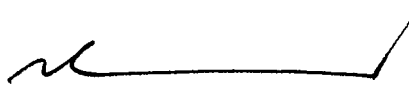
3.2 **Actual occupation, actual residence and continuous possession and occupation of the parcel subject of the application, either by herself or himself or through her or his predecessor-in-interest, under a bona fide claim of acquisition of ownership, for at least ten (10) years prior to the filing of the application.**" (emphases supplied)

Upon evaluation of all the documents submitted, there is a *prima facie* case to formally charge you with Conduct Prejudicial to the Best Interest of the Service and Inefficiency and Incompetence in the Performance of Official Duties under the 2017 RACCS.

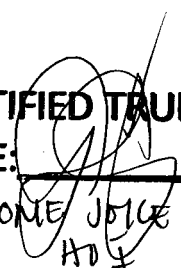
WHEREFORE, premises considered, you are hereby ordered **TO SUBMIT YOUR ANSWER IN WRITING UNDER OATH IN NOT LESS THAN THREE (3) DAYS BUT NOT MORE THAN TEN (10) DAYS FROM RECEIPT HEREOF**. Indicate in your Answer whether or not you elect to have a formal investigation. You are advised that you may opt to be assisted by a counsel.

SO ORDERED.

City of Manila, Philippines. JAN 23 2023


LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

CERTIFIED TRUE COPY

DATE: 

MARYONE JOYCE S. ALUMN
HO I

CC:

JOSEPHINE V. GUECO
Administrative Officer I
c/o CENRO Socorro, Oriental Mindoro

PENRO Oriental Mindoro

CENRO Socorro, Oriental Mindoro



Department of Environment
and Natural Resources
MIMAROPA Region



Doc ID: 91516

² Amendment to Section 3 of DAO 2010-12 Otherwise Known as "Rules and Regulations for the Issuance of Free Patents to Residential Lands Under Republic Act No. 10023"



MEMORANDUM

FOR : The OIC-CENRO

FROM : The Land Management Officer III

SUBJECT : SUPPLEMENTAL REPORT FOR THE APPROVAL OF
PUBLIC LAND SUBDIVISION PLAN OF LOT 1292, CAD-
957-D, MALUANLUAN, POLA, ORIENTAL MINDORO.

This is in connection to the Survey Order No. 2020-002 dated January 29, 2020 issued to Engr. Caren Joy Ordoña for Lot No. 1292, CAD 957-D, with an aggregate area of Thirteen Thousand Eight Hundred Fifty Nine (13,859) Square Meters located at Maluanluan, Pola, Oriental Mindoro.

Relative thereto, on January 29, 2020, the survey team led by Engr. Caren Joy Ordoña together with LMO III Delia T. Almaraz, conducted community meeting, ocular inspection and public land survey of Lot 1292, CAD 957-D and the following facts were ascertained:

1. That the above-cited lot, as per records is covered with Cadastral Survey containing an area of 13,859 square meters surveyed for Celeste A. Pranada, one among the actual occupants on the said lot as per actual inspection;
2. That the said lot in is actual occupation of 76 residents/occupants and they agreed to subdivide the lot according to the area they occupied (see attached plan;
3. That the lot is within the Alienable and Disposable area/zone under LC Map No. 215 certified on March 31, 1924 by the then Director of the Forestry;
4. That the land is primarily devoted for residential purposes;
5. That the land is not covered by any civil, military and public or quasi-public reservations; and
6. That the land is free from claims and conflicts at the time of inspection and time of actual survey.

IN VIEW OF THE FOREGOING FINDINGS, it is respectfully recommend that the Public Land Subdivision Plan of Lot 1292, CAD 957-D covered by Survey Order No. 2020-002 be approved leading to the issuance of residential patents.

Delia T. Almaraz
DELIA T. ALMARAZ

SUBSCRIBED AND SWORN to before me on the date and place stated above.

[Signature]
FOR. ANASTACIO A. SANTOS

Brgy. Pasi II, Socorro, Oriental Mindoro 5207
Telephone No. (045) 285-7068 Email Address: cenrosocorro@gmail.com

CERTIFIED TRUE COPY

DATE: *[Signature]* 5/10/23

MARIONA JOYCE S. AUSTIN
AOI

PARTIAL LIST OF CLAIMANT

Lot No. 1292, CSD-46-003285

Sitio Masigla, Barangay Maluanluan
Pola, Oriental Mindoro

LOT #	CLAIMANT/APPLICANT	AREA IN SQ. M.
1292-2	REY M. BANDELARIA	10
1292-3	ROSEO M. LACHICA	75
1292-4	BABY JANE S. LACHICA	10
1292-5	ROSE JANE S. LACHICA	10
1292-7	GERRY M. ABALOS	81
1292-13	IRISH KIMBERLY M. PADUA	10
1292-14	JOEL H. MENDROS	10
1292-20	ELISA M. DRIS	131
1292-21	REYNANTE M. DRIS	122
1292-22	ABEGAIL C. LOPE	151
1292-23	MAUREEN C. LOPE	151
1292-24	VIOLETA C. LOPE	151
1292-25	RANDELL D. BLAMELO	275
1292-26	FELIX M. LOPE	251
1292-27	CELESTE A. PRANADA	311
1292-28	ELLYBELL A. AGUIRAN	108
1292-29	LEALAN A. NATAL	108
1292-30	RUTH S. NATAL	87
1292-31	RALPH EDMUND S. NATAL	50
1292-32	VIRGILIO A. LAGESAC	50
1292-33	ROCKY R. MONTEALEGRE	247
1292-34	JONADITH L. CLAVERIA	213
1292-35	ROLANDO M. CLAVERIA	201
1292-36	JEZZA L. FAMILARAN	50
1292-37	APOLONIA R. MONTEALEGRE	50
1292-38	ANNILYN A. DRIS	50
1292-39	EDWIN G. AUSTRIA	51
1292-40	NOMAR M. SAWAY	50
1292-41	RODEL P. ABRAHAM	50
1292-42	JOVENILE M. ASI	50
1292-43	SERAFIN H. MANALO	50
1292-44	NOELA A. MAANO	50
1292-45	MICHAEL V. PADUA	50
1292-46	RONALD M. RIVADAVIA	77
1292-47	JENNIFER L. RIVADAVIA	77
1292-48	ARMIEY DAYAWON	100

JONALYN M. PADUA
Certified true copy:

LOT #		CLAIMANT/APPLICANT	AREA IN SQ. M.
1292-			
1292- 50	Off	EMMANUEL T. DAYAWON	101
1292- 51	Off	DANNIELE HENRIK R. DAYAWON(minor) Rep. Armie R. Dayawon	100
1292- 52	Off	MYLYN R. CALUSIN	101
1292- 53	Off	FILMORE E. CALUSIN	102
1292- 54	Off	HILARY ROSE R. CALUSIN	102
1292- 55	Off	RONULFO B. MARASIGAN	121
1292- 56	Off SP	BARANGAY MALUANLUAN, POLA SATELLITE MARKET SITE	3,364
1292- 57	Off	LUZVIMINDA S. MONTIANO	50
1292- 58	Off	LEONARDO L. MONTIANO JR.	50
1292- 59	Off	LORIFE S. MONTIANO	50
1292- 60	Off	FEDELINA R. OSORIO	85
1292- 61	Off SP	SAMAHAN NG MANININDA NG MALUANLUAN BUILDING	85
1292- 62	Off	ERLINA H. MENDROS	85
1292- 63	Off SP	SAMAHAN NG KABABAIHAN NG MALUANLUAN ASSOCIATION	110
1292- 64	Off SP	BARANGAY MALUANLUAN, FARMERS ASSOCIATION	110
1292- 65	Off	KING LLOYD C. LOPE	100
1292- 66	Off	RICHARD M. DRIS	100
1292- 67	Off	REX R. RAMIREZ	90
1292- 68	Off	HERMINIA R. RAMIREZ	91
1292- 69	Off SP	BARANGAY MALUANLUAN SENIOR CITIZEN ASSOCIATION	205
1292- 72		LESTER JAY A. ZAMORA	245

Prepared By:

Peradilla
RIACHELLE V. PERADILLA
 Secretary

Noted By

Jonalyn
JONALYN M. PADUA
 Brgy. Councilor

Certified Correct:

Jonalyn
JONALYN M. PADUA Brgy. Captain
RODANTE F. MONTEALEGRE
Certified thru Copy:



Republic of the Philippines
Province of Oriental Mindoro
Municipality of Pola



BARANGAY MALUANLUAN

TANGGAPAN NG PUNONG BARANGAY

BILIHAN NG LOTE

SA SINUMANG KINAUKULAN:

kaming mag-asawa, WILLIE R. CLEOFE at MARY ANN VILLAREAL CLEOFE, may mga anak, naninirahan sa sitio mapalad, maluanluan, pola, silangang mindoro ay nagpapahayag ng mga sumusunod ng naaayon sa batas;

na kami ay may pag-aaring lote na may luwang na TATLONG DAANG METRO PARISUKAT (300), sakop ng sitio masigla, maluanluan, pola, Silangang Mindoro na sa dakong hilaga ay Barangay Road; sa dakong timog ay bahagi ng lupang ipinagbili; sa gawing kanluran ay lote ni G. Martin Rivadavia at sa gawing silangan ay natitirang bahagi ng lupa.

sa aming pangangailangan ay ipinagbili namin ito sa mag-asawang ROLANDO M. CLAVERIA at JONADITH LEUTERIO CLAVERIA, walang anak, naninirahan sa Sitio ma ligaya, maluanluan, pola, silangang mindoro sa halagang ISANG DAAN AT TATLUPU AT LIMANG LIBONG PISO (p135,000), salaping umiiral sa pilipinas;

na ang bumili ay nagpaunang bayad ng halagang ISANG DAANG LIBONG PISO (p100,000) at ang natitirang halaga ay nakasalalay sa muli naming pag-uusap.

sa katumayan ng lahat ay lumagda kami ngayong Abril 6, 2015, dito sa maluanluan, pola, Silangang mindoro sa harap ng mga saksi.

NGA SAKSI:

1. KGD. NOMAR M. SAWAY
2. KGD. RODANTE F. MONTEALEGRE

CTC No:
ISSUED:
At:
OR. NO:
ISSUED:
At: maluanluan, pola

PATOTOO:

ROLANDO M. CLAVERIA
punong Barangay

Iagda, *Willie Cleofe*

WILLIE R. CLEOFE
(nagbili)

Mary Ann Villareal Cleofe
MARY ANN VILLAREAL CLEOFE
(Asawa)

Rolando M. Claveria
ROLANDO M. CLAVERIA
(Bumili)

Jonadith L. Claveria
JONADITH L. CLAVERIA
(Asawa)

CERTIFIED COPY FROM PHOTOCOPY
3/7/23
MARJORIE JATCO S. ACUZAN
AOL (20)

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, JOSEPHINE V. GUECO, of the DENR-CENRO Socorro, Oriental Mindoro, of Land Management Services, 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, 2018

ANNEX " 5

JOSEPHINE V. GUECO
Administrative Officer I / RO I
Date/ January 10, 2019

Reviewed by:	Date:	Approved by:	Date:				
DELIA T. ALMAREZ LMO III/ Chief, LMS	01/10/2018	EMILY G. AGUILON Chief, Technical Services	1/10/2018				
OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
* OPERATIONS			Q1	E2	T3	A4	
LAND MANAGEMENT SUB-PROGRAM Land Disposition/Distribution	Assist in the preparation, processing and transmitting of Residential Free Patents applications to the PENR Office within 15 days upon receipt of complete application.	Assisted in the preparation of Residential Free Patents applications and transmitted to PENR Office with 100% accuracy within 12 days upon receipt of complete application.		4.566	4.707	4.636	
	Assist in the verification of land records and issuance of certification under Agricultural and Residential Free Patent Applications within 7 working days.	Assisted in the verification of land records and issued certification under Agricultural and Residential Free Patent Applications with 100% accuracy within 5 working days.		4.566	4.424	4.495	
* GENERAL ADMINISTRATION AND SUPPORT SERVICES							
ACTIONS ON DOCUMENTS/REQUESTS	100% of documents acted upon, simple documents-7 working days upon receipt of office, complex documents 15 working days upon receipt with 100% accuracy	100% of documents acted upon, simple documents-5 working days upon receipt of office, complex documents 10 working days upon receipt with 100% accuracy		4.707	4.283	4.495	
	Prepare and submit 2018 FOI Registry and Summary Report in compliance to Freedom of Information MC No. 2.s.2018 on January 4,2019.	Prepared and submitted 2018 FOI Registry and Summary Report in compliance to Freedom of Information MC No. 2.s.2018 on January 3,2019.		4.566	4.000	4.283	
Submission of IPCR	One (1) Rated IPCR submitted to the Chief MSD within the prescribed time with 100% accuracy	One (1) Rated IPCR submitted to the Chief MSD before the prescribed time with 100% accuracy		5.000	3.000	4.000	

Average Rating:		CATEGORY		OUTPUT		Rating		
Total Overall Rating						23.405	20.414	21.909
Final Average Rating						4.68	4.08	4.38
Adjectival Rating								
Discussed with:		Assessed by:		Date:		Final Rating:		
JOSEPHINE V. GUECO ADM. OFFICER II / R.O. I		1 / 10 / 2019		Date: 1 / 10 / 2019		EMILY G. AGUILON Chief, Technical Services		
Legend: 1- Quantity		2- Efficiency		3- Timeliness		4- Average		

AUTHENTICATED PHOTOCOPY
Original Presented
NOEME P. ALCANCIA
LMO II / IN-CHARGE, RECORDS

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, JOSEPHINE V. GUECO, of the DENR-CENRO Socorro, Oriental Mindoro, of 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 **January to June, 2019.**

Ratee: **JOSEPHINE V. GUECO**
Date:

ANNEX " 6

Reviewed by:	Date:	Approved by:	Date:
<i>Delia T. Almaraz</i> DELIA T. ALMAREZ		<i>Anastacio A. Santos</i> ANASTACIO A. SANTOS	
Immediate Supervisor/LMO III		OIC, CENRO	
OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING Q1 E2 T3 A4
* Disposition and Records Management			
1. Land Disposition/Distribution	10 Residential Free Patent Applications were accepted, processed, issued with Judicial Forms and transmitted to the PENRO on June 20,2019 with minor corrections	10 Residential Free Patent Applications were accepted, processed, issued with Judicial Forms and transmitted to the PENRO before May 20,2019 with no errors.	3.000 5.000 5.000 4.333
a. Residential (RA 10023)	4 Agricultural Free Patent Applications were accepted, processed, issued with Judicial Forms and transmitted to the PENRO on June 20,2019 with minor corrections	4 Agricultural Free Patent Applications were accepted, processed, issued with Judicial Forms and transmitted to the PENRO before May 20,2019 with no corrections	3.000 5.000 5.000 4.333
b. Agricultural Free Patent	Prepared and typed technical descriptions on Judicial Forms for Residential and Agricultural Free Patent applications issued upon receipt with minor corrections	Prepared and typed technical descriptions on Judicial Forms for Residential and Agricultural Free Patent applications issued upon receipt with minor corrections	4.849 5.000 5.000 4.924

* GENERAL ADMINISTRATION AND SUPPORT SERVICES									
Actions on documents/request		100% of documents acted upon , simple documents-7 working days upon receipt of office, complex documents 15 working days upon receipt with 5 minor corrections		100% of documents acted upon , simple documents-4 working days upon receipt of office, complex documents 12 working days upon receipt with 2 minor corrections		4.000		4.000	
Submission of individual SALN		One (1) SALN submitted to the Administrative section 2 days before the prescribed time with 5 minor corrections		One (1) SALN submitted to the Administrative section 3 days before the prescribed time with 1 minor corrections		4.500		4.250	
Submission of IPCR		Prepared one (1) IPCR (commitment) for the year submitted 2 days before the prescribed time with 3 minor corrections		Prepared one (1) IPCR (commitment) for the year submitted 4 days before the prescribed time with 1 minor corrections		4.500		4.250	
		Prepared one (1) rated IPCR of previous semester submitted to the my immediate supervisor for ratings 3 days before the prescribed time with 3 minor corrections		Prepared one (1) rated IPCR of previous semester submitted to the my immediate supervisor for ratings 5 days before the prescribed time with 1 minor correction		4.500		4.250	
Total Overall Rating						6.000		32.349	
Final Average Rating								30.340	
Adjectival Rating								4.33	
VERY SATISFACTORY									
Comments and Recommendations for Development Purposes									
Discussed with:		Date		Assessed by:		Date:		Final Rating:	
JOSEPHINE V. GUECO Employee				I certify that I discussed my assessment of the performance with the employee				ANASTACIO A. SANTOS OIC-CENRO/Head of Office	
				FEBES MELAYA In-charge/ Admin. Unit					
Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average									

AUTHENTICATED PHOTOCOPY
Original Presented
NOEME P. ALCANCIA
LMO I/ IN-CHARGE, RECORDS

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, JOSEPHINE V. GUECO, of the DENR-CENRO Socorro, Oriental Mindoro, of Regulation and Permitting Section , commit to deliver and agree to be rated on the attainment of the targets in accordance with the indicated measures for the period January to June , 2020.

Ratee : JOSEPHINE V. GUECO
Date :

Reviewed by:	Date:	Approved by:	Date:
<i>Rela. 1 Calma</i> DELIA T. ALMAREZ		<i>ANASTACIO A. SANTOS</i> OIC, CENRO	
Immediate Supervisor/Chief, RPS			
OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING Q1E2T3A4
* Disposition and Records Management 1. Land Disposition/Distribution a. Residential (RA 10023)	17 Residential Free Patent Applications to be inspected, accepted and processed with reports submitted to the CENRO thru RPS Chief on the 17th day of June, 2020 with 3 minor corrections	19 Residential Free Patent Applications inspected, accepted and processed with reports submitted to the CENRO thru RPS Chief on the 11th day of June, 2020 with no corrections	3.0005.0005.0004.333
b. Agricultural Free Patent	9 Agricultural Free Patent Applications to be inspected, accepted and processed with reports submitted to the CENRO thru RPS Chief on the 17th day of June, 2020 with 3 minor corrections	14 Agricultural Free Patent Applications inspected, accepted and processed with reports submitted to the CENRO thru RPS Chief on the 11th day of June, 2020 with no correction	5.0004.8495.0004.950
* Intervening Tasks	119 Judicial Forms to be prepared with encoded technical description for public land applications submitted before the 10th day of June , 2020 with 3 minor corrections	145 Judicial Forms prepared with encoded technical description for public land applications submitted before the 5th day of June , 2020 with no corrections	4.0004.7785.0004.593

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

ULINR CENRO SOCORRO
ORIENTAL MINDORO
CERTIFIED PHOTOCOPY
MARJORIE S. ACUZAR
Records Officer
Date: 3/10/23

* GENERAL ADMINISTRATION AND SUPPORT SERVICES									
Submission of individual SALN		One (1) SALN to be submitted to the Administrative section before the prescribed time with minor corrections		One (1) SALN submitted to the Administrative section before the prescribed time with 100% accuracy		4.919	3.283	4.101	
Submission of IPCR		One (1) IPCR (commitment CY 2020) to be submitted before the prescribed time with minor corrections		One (1) IPCR (commitment CY 2020) submitted before the prescribed time with 100% accuracy		4.919	3.283	4.101	
		One (1) rated IPCR of previous semester to be submitted to the my immediate supervisor for ratings before the prescribed time with minor corrections		One (1) rated IPCR of previous semester submitted to CENRO thru Administrative Officer before the prescribed time with 100% accuracy		4.919	3.283	4.101	
Attendance to meetings/workshops		100% attendance to meetings/workshops with reports submitted after the completion with minor correction		100% attendance to meetings/workshops with reports submitted after the completion with no correction		4.919	4.283	4.601	
Submission of monthly DTR		Preparation of monthly DTR for submission to the Adm. Section at the end of the month with 100% accuracy		Prepared monthly DTR submitted to the Adm. Section at the end of the month with 100% accuracy		4.919	4.000	4.460	
Total Overall Rating						12.000	44.071	38.132	35.239
Final Average Rating						4.40			
Adjectival Rating						VERY SATISFACTORY			
Comments and Recommendations for Development Purposes									
Complied all targets on time									
Discussed with:		Date		Assessed by:		Date:		Final Rating:	
JOSEPHINE V. GUECO Employee		June 30, 2020		I certify that I discussed my assessment of the performance with the employee <i>Josephine V. Gueco</i> ELSIE N. DUMAYUGA Forster II/In-charge, Admin. Unit		June 30, 2020		ANASTACIO A. SANTOS OIC-CENRO/	
								Date: June 30, 2020	

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

DESK CENRO SOCORRO
ORIENTAL MINDORO
CERTIFIED TRUE COPY
MARJORIE L. S. ACUZAR
Records Officer
Date: 3/10/20

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

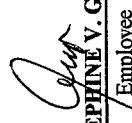
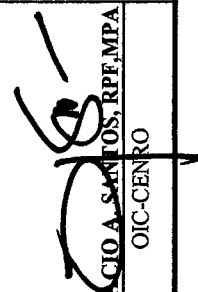
I, **JOSEPHINE V. GUECO**, of the DENR-CENRO Socorro, Oriental Mindoro, of Regulation and Permitting Section , commit to deliver and agree to be rated, on the attainment of the fol targets in accordance with the indicated measures for the period **JULY TO DECEMBER, 2020**.

Ratee : **JOSEPHINE V. GUECO**
Date : January 11, 2021

Reviewed by:		Date:		Approved by:		Date:	
DELIA T. ALMAREZ				ANASTACIO A. SANTOS			
Immediate Supervisor/Chief, RPS				OIC, CENRO			
OUTPUT		Performance Indicators (Targets + Measures)		Actual Accomplishments		RATING Q1 E2 T3 A4	
* Land Survey and Disposition							
a. Issuance of Residential Free Patent (RA 10023)		55 Residential Free Patent Applications inspect, accept and process with reports submitted to the RPS Chief on the 15th day of December, 2020 with 3 minor corrections		58 Residential Free Patent Applications inspected, accepted and processed with reports submitted to the RPS Chief on the 10th day of December, 2020 with no corrections		3.00 5.00 4.00 4.00	
* Other Accomplishment							
		256 Judicial Forms to be prepared with encoded technical description for public land applications submitted on the 15th day of December, 2020 with 3 minor corrections		292 accomplished judicial forms for residential , agricultural and special patent submitted to the RPS Chief on the 15th day of December 10 , 2020 with no corrections		3.00 5.00 4.00 4.00	
		Assist in the conduct of public land survey and monumenting of 41 lots with reports to be submitted to the RPS Chief on the 15th day of November, 2020 with minor corrections		Assist in the conduct of public land survey and monumenting of 80 lots with reports to be submitted to the RPS Chief on the 10th day of September, 2020 with minor corrections		5.00 5.00 5.00 5.00	
		Prepare and issue certification for land verification/ status 3 days upon receipt with minor corrections		Prepared and issued certification for land verification/ status 2 days upon receipt with no corrections		- 5.00 4.00 4.50	

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

CERTIFIED TRUE COPY
DATE: 7/12/20
MANONUE JUNG S. AMARIN
RD J

* GENERAL ADMINISTRATION AND SUPPORT SERVICES									
Actions on Documents/request		100% of communications/documents/ referral act with 3 minor errors/corrections -simple documents- 7 working days upon receipt -complex documents- 15 working days upon receipt		100% of communications/documents/ referral acted with no corrections -simple documents- 3 working days upon receipt -complex documents- 10 working days upon receipt		4.00		4.00	
Submission of IPCR		One (1) rated IPCR of previous semester to be submitted to the CENRO thru Adm. Officer for ratings on the prescribed time with minor corrections		One (1) rated IPCR of previous semester submitted to CENRO thru Administrative Officer on June 30, 2020 with no corrections		5.00		3.00	
Attendance to meetings/workshops		100% attendance to meetings/workshops with reports submitted to CENRO thru Adm Officer, 7 days after completion with 100% accuracy		100% attendance to meetings/workshops with reports submitted to CENRO thru Adm Officer, 3 days after completion with 100% accuracy		4.00		4.00	
Submission of monthly DTR		Prepare of monthly DTR and submit every 5th day of the following month with 100% accuracy		Prepared monthly DTR and submitted every 3rd day of the following month with 100% accuracy		5.00		4.00	
Total Overall Rating						11.00		40.00	
Final Average Rating								34.00	
Adjectival Rating								4.25	
VERY SATISFACTORY									
Comments and Recommendations for Development Purposes									
- complied all targets on time with the help of her co-workers - needs improvement and more knowledge on laid-related matters - slow paced and lacks initiative at work									
Discussed with:		Date		Assessed by:		Date:		Final Rating:	
 JOSEPHINE V. GUECO Employee		January 11, 2021		 RAYSON ALANTE EGOMS I/ In-charge, Admin. Unit		January 11, 2021		 ANASTACIO A. SANTOS, RPF,MPA OIC-CENRO	
Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average									

CERTIFIED TRUE COPY
 DATE: 31/01/20
 INCHARGE JOSEPHINE V. GUECO
 AS J

Jul - Dec 2020

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **JOSEPHINE V. GUECO**, Administrative Officer I of **CENRO-Socorro, Oriental Mindoro**, of **Administrative, Planning and Support Unit** 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

JOSEPHINE V. GUECO
Adm. Officer I/Liaison Officer
Date: February 3, 2022

Reviewed by:	Date: February 3, 2022	Approved by:	Date: 2/03/2022
Immediate Supervisor:	RAYSON C. ALFANTE ECOMS I/In-Charge, Adminn Unit	Head of Office:	RODEL M. BOYLES CENRO
MFO/PAP	SUCCESS INDICATORS (targets + measures) FY 2021	Actual Accomplishment	Rating Q1 E2 T3 A4 Remarks
GENERAL ADMINISTRATION AND SUPPORT SERVICES			
Actions on Documents/Requests	100% of documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt	100% of documents acted upon 5 working days for simple documents and 10 working days for complex documents upon receipt	4 4 4 4.00
OTHER CROSS-CUTTING INDICATOR			
	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated FOI requirements based on PCCO requirements by 2nd week of December, 2021	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated FOI requirements based on PCCO requirements before the 2nd week of December, 2021	5 3 4.00
OTHER ACTIVITIES			
	100% official documents transmitted with returned transmittal slip to Records Section 3 days after transmittal	100% official documents transmitted with returned transmittal slip to Records Section 1 day after transmittal	5 5 5.00
	Assisted in indexing all leave applications by the end of December 2021 with 100% accuracy	Assisted in indexing all leave applications by the end of December 2021 with 100% accuracy	5 3 4.00
Total Over-all Rating			19.00 15.00 17.00
Final Over-all Rating			4.75 3.75 4.25
Adjectival Rating			VERY SATISFACTORY

Comments and Recommendations for Development Purposes *performed well in the given task.*

Discussed with:	Assessed by:	Final Rating by:	Date:
JOSEPHINE V. GUECO Adm. Officer I/Liaison Officer	RAYSON C. ALFANTE ECOMS I/In-Charge, Adminn. Unit	RODEL M. BOYLES CENRO	February 3, 2022

CERTIFIED TRUE COPY
DATE: 2/13/22
MARYSOL JOY S. AUSTIN
HOD

B. Individual Performance Commitment and Review Form

Annex D

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **JOSEPHINE V. GUECO**, Administrative Officer I of **CENRO-Socorro, Oriental Mindoro**, under **Regulation and Permitting Section (RPS)** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 30, 2022

Josephine V. Gueco
JOSEPHINE V. GUECO
Ratee

Date:

Reviewed by:	Date:	Approved by:	Date:
MARIA ALVA RENELYN A. CULLA-UMALI	<i>Maria Alva Renelyn A. Culla-Umali</i>	<i>Roderic M. Boyars</i>	
LMO III/Chief, Regulation and Permitting Section		RODERIC M. BOYARS	
		CENR Officer	

P/A/Ps	PERFORMANCE INDICATORS (targets + measures)	Actual Accomplishment	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
Submission of Assets, Liabilities and Network (SALN)	One (1) Statement of Assets, Liabilities and Network (SALN) based on Section 8 of RA 6713 prepared and submitted to the In-charge, Administrative Section on February 04,2022	One (1) Statement of Assets, Liabilities and Network (SALN) based on Section 8 of RA 6713 prepared and submitted to the In-charge, Administrative Section on January 19,2022	5.000	5.000	5.000	5.000	
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on the approved SPMS Guidelines prepared and submitted to the In-charge, Administrative Section by the end of March 2022	One (1) IPCR (Commitment) based on the approved SPMS Guidelines prepared and submitted to the In-charge, Administrative Section on March 21,2022	5.000	5.000	5.000	5.000	
	One (1) IPCR with ratings prepared and submitted to the In-charge, Administrative Section	One (1) IPCR with ratings prepared and submitted to the In-charge, Administrative Unit on February 8,2022	5.000	4.354	4.677		
Actions on Documents/Requests	100% of documents acted upon with partial/minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	100% of documents acted upon with partial/minor revision need 4 working days for simple documents and 10 working days for complex documents upon receipt	4.849	5.000	4.924		
Attendance to Meetings/Workshops/Conferences	100% of meetings/workshops/conference attended with report submitted 7 working days after attendance in local (inter-agency)	100% of meetings/workshops/conference attended with report submitted 3 working days after attendance in local (inter-agency)	5.000	5.000	5.000	5.000	CERTIFIED DATE: _____

CERTIFIED TRUE COPY
DATE: 3/12/23
MARIONNE JOSE AMTERRA
AO I

P/A/Ps	PERFORMANCE INDICATORS (targets + measures)	Actual Accomplishment	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
LAND MANAGEMENT PROGRAM							
Residential (disposed under RA 10023 or Residential Free Patent Activity)	3 patents for residential lands, conduct posting of notices and inspection on land being applied for within 56 days upon receipt of application with report submitted including CSW to RPS Chief		0.000	0.000	0.000	0.000	Public land survey has not been completed
Preparation of Judicial Form	Prepare 15 judicial forms within 5 days upon receipt for residential free patent submitted to the RPS Chief		0.000	0.000	0.000	0.000	PLS has not been completed
Other related activities	Prepare judicial form within 5 days upon receipt for Special Patent submitted to the RPS Chief	Prepared 1 judicial form within 2 days upon receipt for Special Patent and submitted to the RPS Chief		5.000	5.000	5.000	
	Render assistance in the conduct of Public Land Survey and submitted report to the RPS Chief	Rendered assistance in the conduct of Public Land Survey and submitted report to the RPS Chief		4.849	5.000	4.924	
	Render assistance in conduct of ADR Proceedings Reports submitted to RPS Chief.	Rendered assistance in conduct of 6 ADR Proceedings reports submitted to RPS Chief.		5.000	5.000	5.000	
Other Cross-cutting Indicator							
	100% of External Clients served within the standard set in the Citizens Charter (Land Status, Survey Authority and Application for Residential and Agricultural Patents)	100% of External Clients served within the standard set in the Citizens Charter (Land Status, Survey Authority and Application for Residential and Agricultural Patents)		5.000	5.000	5.000	
Total Over-all Rating			0.000	44.698	44.354	44.525	
Final Over-all Rating			0.000	4.063	4.032	4.047	
Adjectival Rating							
VERY SATISFACTORY							
Comments and Recommendations for Development Purposes <i>Always cordial & willing to help co-workers and clients.</i>							
Discussed with:	Assessed by: Date : June 29, 2022	Final Rating by:		JOSEPHINE V. GUECO Adm. Officer I/DPLI <i>Maria Alva</i> MARIA ALVA RENELYN A. CULLA-UMALI LMO III/Chief, RPS			
JOSEPHINE V. GUECO Adm. Officer I/DPLI <i>Maria Alva</i> MARIA ALVA RENELYN A. CULLA-UMALI LMO III/Chief, RPS		RODOLFO M. BOYLES CENR Officer <i>gk</i>		DATE: 3/13/22 DATE: MAY 11 2022 JOSE S. KUMARAN 881			

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DATE: 3/13/22

Date: MAY 11 2022

June 29, 2022

B. Individual Performance Commitment and Review Form

Annex D

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **JOSEPHINE V. GUECO**, Administrative Officer I of **CENRO-Socorro, Oriental Mindoro**, under **Regulation and Permitting Section (RPS)** 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, 2022

[Signature]

JOSEPHINE V. GUECO

Ratee

Date: January 23, 2023

Reviewed by:	Date :	Approved by:	Date:
Immediate Supervisor:	MARIA ALFA RENELYN A. CULLA-UMALI LMO III/Chief, RPS	<i>[Signature]</i> RODEL M. BOYLES CENR Officer	
P/A/Ps	Actual Accomplishment (targets + measures)	Actual Accomplishment	Remarks
GENERAL ADMINISTRATION AND SUPPORT SERVICES			
Evaluation of Personnel Performance	IPCR with rating prepared and submitted to Chief, Administrative Section on July 15, 2022	IPCR with rating(January-July 2022) prepared and submitted on July 7, 2022	4.500 4.500 4.500
Actions on Documents/Requests	100% of documents acted upon with partial/minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	100% of documents acted upon with partial/minor revision need 3 working days for simple documents and 10 working days for complex documents upon receipt	4.500 4.500
Attendance to Meetings/Workshops/Conferences	100% of meetings/workshops/conference attended with report submitted 7 working days after attendance in local (inter-agency) meetings	100% of meetings/workshops/conference attended with report submitted 3 working days after attendance in local (inter-agency) meetings	4.000 4.250
OTHER CROSS-CUTTING INDICATOR			
Freedom of Information Compliance	100% compliance to the four (4) Report based on the PCCO requirements to be submitted on or before December 28, 2022	100% compliance to the four (4) Report based on the PCCO requirements submitted to the office of the PENRO on December 12, 2022	5.000 4.500
	100% of External Client served within the standard set in the Citizens Charter (Land Status, Survey Authority, Patents for Residential and Agricultural)	100% of External Client served within the standard set in the Citizen's Charter (Land Status, Survey Authority, Patents for Residential and Agricultural)	5.000 3.000 4.000

CERTIFIED TRUE COPY
DATE: 7/13/23
[Signature]
MARIONNE JOYCE S. ACUTAN
AOI

P/A/Ps	Actual Accomplishment (targets + measures)	Actual Accomplishment	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
LAND MANAGEMENT PROGRAM							
Residential (disposed under RA 10023 or Residential Free Patent Activity)	17 patents for residential lands conducted posting of notices and inspection on the land being applied for within 56 days with report submitted including CSW to the RPS Chief	22 patents for residential lands conducted posting of notices and inspection on the land being applied for within 24 days with report submitted including CSW to the RPS Chief on October 19, 2023	4.990	5.000	5.000	4.996	
Agricultural Areas	2 patents for agricultural lands conducted posting of notices and inspection on the land being applied for within 56 days with report submitted including CSW to the RPS Chief	3 patents for agricultural lands conducted posting of notices and inspection on the land being applied for within 24 days with report submitted including CSW to the RPS Chief on October 18, 2023	5.000	5.000	5.000	5.000	
Preparation of Judicial Forms	Prepared 65 judicial forms within 5 days upon receipt for residential free patent submitted to the RPS Chief	Prepared 67 judicial forms within 3 days upon receipt for residential free patent submitted to the RPS Chief	3.212	4.500	5.000	4.237	
	Prepared 10 judicial forms within 5 days upon receipt for agricultural free patent to be submitted to the RPS Chief	Prepared 17 judicial forms within 3 days upon receipt for agricultural free patent submitted to the RPS Chief	5.000	4.500	5.000	4.833	
Total Over-all Rating			18.202	42.500	40.000	40.816	
Final Over-all Rating						4.53	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes <i>Consistently demonstrates that she came about her job and motivated to finish tasks and assignments on time. Highly recommended for promotion.</i>							
Discussed with:	Assessed by: I certify that I discussed my assessment of the performance with the employee	Date:	Final Rating by:		Date:		
JOSEPHINE V. GUECO Administrative Officer I	MARIA AFYA RENELYN A. CULLA-UMALI LMO III/Chief, RPS <i>marcello-umali</i>	January 23, 2023	ROSEL M. BOUTES CENR Officer		January 23, 2023		

CERTIFIED TRUE COPY

DATE: 3/13/23

MANUEL JOSE S. MONTANO
PROJ