

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***

**JOSE SOHRAB L. TOLENTINO,**  
Utility Worker I,

*Respondent.*

X-----X

## **A N S W E R**

Respondent, unto this Honorable Office, most respectfully states that:

1. On **07 March 2023**, Respondent was informed by DENR-CENRO Socorro, Oriental Mindoro that it had received a copy of this Office's Formal Charge dated 23 January 2023 against him 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;  
  
(Certified True Copy of the 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.<sup>1</sup>  
Hence, the last day for filling of this Answer is on **20 March 2023**;
4. **Respondent specifically denies the allegations in said Formal Charge;**
5. Lot 1292 located at Maluanluan, Pola, Oriental Mindoro is a public land subject of Residential Free Patent Application. **Prior to its approval as such and/or**

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<sup>1</sup> Article 13, Paragraph 3, Civil Code of the Philippines.

subdivision, it underwent processes in which Respondent is *not a privy* because these are beyond his duties, responsibilities, and authority;

6. On 29 January 2020, survey team led by **Engr. Caren Joy Ordoña** together with **LMO III Delia T. Almarez**, then Chief of Regulation and Permitting Section (RPS), conducted community meeting, ocular inspection, and public survey of the said lot. In a Memorandum prepared and signed by Chief Almarez, it was 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.”<sup>2</sup> According to Chief Almarez, the basis of such recommendation are the following facts (among others) 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);<sup>3</sup>

xxx

4. The land is primarily devoted **for residential purposes**;<sup>4</sup>

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”**)

7. 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”**)

8. **From then, Respondent complied dutifully and in good faith with all the orders assigned by Chief Almarez relative to the processing of patent applications;**
9. Respondent was assigned to facilitate the Residential Free Patent Applications covering Lot Nos. 1292-2, 3, 7, 18, and 19 of CSD-4B-003285. **However, Respondent was informed that there were already pre-arranged agreements among the barangay officials, claimants, and Chief Alvarez to streamline the application process;**
10. On 07 July 2020, Chief Almarez together with Respondent and other concerned personnel went to Barangay Maluanluan to formally accept the application of the claimants and conduct geotagging of photos;

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<sup>2</sup> Emphasis supplied.

<sup>3</sup> Emphasis supplied.

<sup>4</sup> Emphasis supplied.



11. The questioned Investigation and Ocular Inspection Reports *were all duly accomplished by Chief Almarez* and each application was supported by Joint Affidavit of Disinterested Persons, Certification and *Pagpapatunay* signed by the Barangay Captain. Chief Almarez then ordered Respondent to just attach his signature and take geo-tagged photos to reinforce the respective applications. **As a mere subordinate, his hands are tied. He does not have the capacity to question his Chief's orders, all he can do is to comply thereto and trust her decisions;**

## 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. According to the Supreme Court, 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;<sup>5</sup>
13. **Respectfully, the Formal Charge is unclear and lacking.** It neither specify the particular conduct or incompetent performance of Respondent nor the alleged damage to his public office. It is not even accompanied by certified true copies of the documentary evidence involved specifically the mentioned Investigation Report dated 02 September 2020 and its attachment(s), if any, which are *violations of Rule 5, Section 23 of 2017 Rules on Administrative cases in the Civil Service (2017 RACCS)* more so, *his constitutional right to be informed of the nature and cause of charges against him;*
- I. **Respondent's conduct is not prejudicial to the best interest of service.**
14. In catena of cases, the Supreme Court explained that the latter deals with a demeanor of a public officer which "tarnished the image and integrity of his/her public office";<sup>6</sup>
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

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<sup>5</sup> Emphasis supplied. *National Bureau of Investigation v. Conrado M. Najera*, G.R. No. 237522, June 30, 2020, Lopez, J.

<sup>6</sup> *Angelica A. Fajardo v. Mario J. Corral*, G.R. No. 212641, 05 July 2017, Tijam, J; *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.



orders; (g) a judge's act of brandishing a gun; and (h) threatening the complainants during a traffic altercation;<sup>7</sup>

16. **Respondent has never been involved in any issue similar to the abovementioned.** He is already **sixty-one (61) years old** and has been permanently employed by this Honorable Office **since 1994** as Utility Worker I up to present. Prior thereto, he worked for the same office as Cartographer I **beginning year 1987 – a total of thirty-six (36) years of service – more than half of the life of Respondent:**

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

17. There is no particular definition of "inefficiency" and "incompetence" in the Civil Service Law. However, Supreme Court is consistent in attributing such to *poor performance*;<sup>8</sup>

18. **The Individual Performance Commitment and Review (IPCR) of Respondent for the past six (6) years are all "Very Satisfactory" – proofs that he is efficient and competent in the performance of his official duties;**

(Certified True Copy of said Respondent's IPCR from year 2017 to 2022 are attached hereto and made an integral part hereof as **ANNEX "4-A", " to "9-B"**, respectively)

19. Although his designation is Utility Worker I, whose tasks are seemingly irreconcilable with that of a Land Inspector, Respondent was compelled to be deputized. **He accepted the corresponding responsibilities, trusted his Chief, and persevere to help not only his co-workers, but also the applicants in expediting the land registration process.** According to Chief Almarez's comments on Respondent's IPCR Form for the periods of January to December 2020 and July to December 2021 and, he in fact, **accomplished all targets on time;**<sup>9</sup>

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

*Work(s) well with his co-employees*

xxx

*Willing to offer assistance and advice at any time  
to his co-worker.<sup>10</sup>*

21. **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(s), past and present.**

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<sup>7</sup> Estrella M. Domingo v. Civil Service Commission and Victorino Mapa Manalo, G.R. No. 236050, 17 June 2020, Laxaro-Javier, J.

<sup>8</sup> Emphasis supplied. *Joel G. Miranda v. Antonio C. Carreon, et al.*, GR. No. 143540, 11 April 2003, Sandoval-Gutierrez, J.

<sup>9</sup> See Annex "7-A", "7-B", and "8" respectively.

<sup>10</sup> See Annex "9-A" and "9-B".



## PRAYER

WHEREFORE, Respondent humbly and respectfully prays that:

- I. This Honorable Office **DISMISS** and/or **RECONSIDER THE FORMAL CHARGE**<sup>11</sup> against him for lack of merit and in consideration of the following reasons:
  - a. Respondent did not tarnish the image and integrity of his public office instead, his actions were always done in good faith, under the orders of his Chief, and with the intention to uphold public interest;
  - b. Respondent is not inefficient and incompetent in the performance of his official duties. On the contrary, his IPCR for the past years are proofs that he is efficient and competent;
  - c. Respondent spent more than half of his life working at the DENR, he is nearing compulsory retirement age, and has never been found guilty of any administrative offense related to his official duties. This is the first Formal Charge he faced; and
  - d. Respondent acted without malice, did not take undue advantage of his official position, and did not receive any personal gain or benefit in the performance of his official duties.
- II. As much as the Respondent desires to request for the conduct of Formal Investigation, *unfortunately, he does not have the financial capacity to hire legal services, pay for the travel expenses to attend hearings, and other related fees to fully defend himself during such process. Nonetheless, he 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 neither investigated nor 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 2023.

  
**JOSE SOHRAB L. TOLENTINO**

Utility Worker I

OSCA No. 16275 / Calapan City / 08-17-2021

*Respondent*

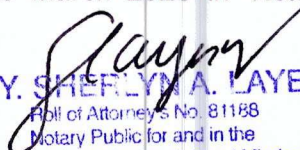
<sup>11</sup> In the case of *Engr. Pedro C. Rubio, Jr. v. Hon. Emmanuel M Paras, Administrator, National Irrigation Administration (NIA)*, G.R. No. 156047, 12 April 2005, Callejo, Sr. J., the Supreme Court explained that "although under the afore-quoted (*referring to then Section 16 of the Uniform 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 *expressio 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 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.



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

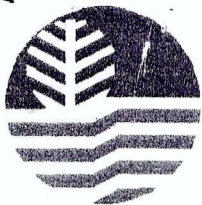
**SUBSCRIBED AND SWORN** to before me this 20 March 2023 in Victoria, Oriental Mindoro.

Doc. No. 57 ;  
Page No. 13 ;  
Book No. 7 ;  
Series of 2023.

  
**ATTY. SHEERLYNA 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  
IBP No. 261993/ 01.03.2023/ Oriental Mindoro  
PTR No. 2985569A/ 01.11.2023/ Victoria  
MCLE Compliance: Newly Admitted until April 14, 2025

**NOTARY PUBLIC**





DENR MIMAROPA Region

Rep. by RED Lormelyn E. Claudio,  
Complainant

DENR Case No. M-05-22-A

- versus -

JOSE SOHRAB L. TOLENTINO

Utility Worker I,

Respondent.

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

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. 1292-2, 3, 7, 18, and 19, 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
1292-7 Gerry M. Abalos 045210-20-4988  *Geotagged Pictures:  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 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>2000</u> ."	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 xxx (abandoned Big Mac stand). Moreover, eighteen (18) lots were observed to have <b>no improvements or developments</b> and these are lots 7, xxx, 18, 19, xxx and xxx, which we could consider as idle land. The remaining Twenty-four (24) lots were observed to have <b>no structure built on it but were planted either with bananas, coconuts and/or vegetables and with claimants</b> and will be subjected for further review
1292-18 Irish Kimberly M. Padua 045210-20-4989  *Geotagged Pictures:  51 P 328894 1447867 accuracy: 2m  51 P 328894 1447867	"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;  JOSE SOHRAB L. TOLENTINO 03-10-2023	



accuracy: 2m  <b>51 P 328894 1447867</b> accuracy: 2m	6. The applicant or his/her predecessor in interest entered upon the residential land applied for on or about <b>2008</b> ;"	and validation. These are lots <b>2, 3, xxx</b> (emphases supplied)
1292-19 Joel H. Mendros 045210-20-4990  *Geotagged Pictures:  <b>13°5'34"N, 121°25'17"E</b> accuracy: 3m  <b>13°5'34"N, 121°25'17"E</b> accuracy: 3m  <b>13°5'34"N, 121°25'17"E</b> 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 <b>2006</b> ;"	
1292-2 Rey M. Bandelaria 045210-20-4984  *Geotagged Pictures:  <b>13°5'33"N, 121°25'18"E</b> accuracy: 3m  <b>13°5'33"N, 121°25'17"E</b> accuracy: 3m  <b>13°5'33"N, 121°25'17"E</b> 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 <b>2007</b> ;"	
1292-3 Roseo M. Lachica 045210-20-4985  *Geotagged Pictures:  <b>51 P 328867 1447924</b> accuracy: 2m  <b>51 P 328864 1447927</b> accuracy: 2m  <b>51 P 328866 1447923</b> accuracy: 1m	"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 <b>2007</b> ;"	<div>           CERTIFIED TRUE COPY            DATE: 3/8/23            MARIONNE JOYCE AURAN            AUI         </div>

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:

- "3. Walang mga improvements o developments ngunit may mga residente ng Barangay Maluanluan na gustong aplayan ang mga lupain na kabilang sa Lot Nos. 1292-7, 18, at 19;
4. Ang mga aplikante ay may itinanim na saging, niyog, at/o mga gulay sa mga lupain na kabilang sa Lot Nos. 2 at 3;



5. Ang lahat ng aplikante ay residente ng Barangay Maluanluan; at
6. Sa kabila ng mga nabanggit, ang bawat aplikasyon ay suportado ng Joint Affidavit of Disinterested Persons, Certification at Pagpapatunay na nilagdaan ng Kapitan" ng Barangay na nagsasaad na ang mga aplikante ay mga okupante o patuloy na umuokupa at lumilalang sa mga nsabing lupain sa loob ng partikular(sic) na panahon.

Ang mga kinauukulang barangay ay may awtoridad na patunayan ang mga kwalipikasyon ng mga residente. Sa kadahilanang ito, at sa aking pagbibigay halaga sa kahit anong uri ng improvements o developments na makikita sa mga nabanggit na lupain, tulad ng pagliling sa mga ito, inilakip ko ang aking lagda sa Investigation and Ocular Inspection Report(s) na may petsang 07 Hulyo 2020.

Wala akong masamang intension at higit sa lahat wala akong natanggap na personal na pakinabang o benepisyo kaugnay ng mga nasabing pangyayari. Ang layunin ko lamang ay matulungan ang mga kinikilalang residente ng Barangay Maluanluan na magkaroon ng sariling lupain at makasunod sa itinakdang oras upang maisakatuparan ang patent target ng aming opisina.

Noong ika-26 ng Oktubre 2021, ipinadala ng DENR-PENRO MIMAROPA sa opisina ng Regional Executive Director ang mga Requests for Revocation of Residential Free Patent.

Batay sa nabanggit, buong kababaang-loob kong hinihiling ang iyong pang-unawa."

However, Section 3 of DAO No. 2010-25<sup>1</sup> 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

 Department of Environment  
and Natural Resources  
MIMAROPA Region



**CERTIFIED TRUE COPY**  
DATE: 3/13/23  
MARLENE M. BADILLA  
ADJ

<sup>1</sup> 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"



CC:

JOSE SOHRAB L. TOLENTINO  
Utility Worker I  
c/o CENRO Socorro, Oriental Mindoro

PENRO Oriental Mindoro

CENRO Socorro, Oriental Mindoro

CERTIFIED TRUE COPY  
DATE: 3/13/20  
MARJORIE JONCE  
RD I

CERTIFIED TRUE / PHOTO COPY

Mar 2. 03. 2023

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





## 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. Almarez, 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. Almarez*  
DELIA T. ALMAREZ

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

*ANASTACIO A. SANTOS*  
FOR. ANASTACIO A. SANTOS

**CERTIFIED TRUE COPY**

DATE: 3/10/23

*MANONING JOYCE S. ACUYAN*  
AD I





**PARTIAL LIST OF CLAIMANT**  
 Lot No. 1292, CSD -45-003285  
 Sitio Masigla, Barangay Mafuanluan  
 Pola, Oriental Mindoro

LOT #	CLAIMANT/APPLICANT	AREA IN SQ. M.
1292- 2	REY M. BANDELARIA	104
1292- 3	ROSE M. LACHICA	75
1292- 4	BABY JANE S. LACHICA	100
1292- 5	ROSE JANE S. LACHICA	100
1292- 7	GERRY M. ADALOS	92
1292- 13	IRISH KIMBERLY M. PADUA	100
1292- 17	JOEL H. MENDROS	100
1292- 21	ELISA M. DRIS	121
1292- 21	REYNANTE M. DRIS	122
1292- 22	ABEGAIL C. LOPE	151
1292- 23	MAUREEN C. LOPE	130
1292- 24	VIOLETA C. LOPE	156
1292- 25	RANDELL D. LLAMELO	273
1292- 27	FELIX M. LOPE	269
1292- 29	CELESTE A. PRANADA	316
1292- 28	LILYDELL A. ABRAMAM	104
1292- 29	LEZACEN A. NACHEL	100
1292- 30	RUTH S. NATAL	67
1292- 31	RALPH EDMUND S. NATAL	50
1292- 32	VIRGILIO A. LAGSAC	50
1292- 34	ROCKY R. MONTEALEGRE	247
1292- 36	JONADITH L. CLAVERIA	215
1292- 35	ROLANDO M. CLAVERIA	281
1292- 37	PEZZA L. FAMILARAN	50
1292- 37	APOLONIA R. MONTEALEGRE	50
1292- 38	ANNILYN A. DRIS	50
1292- 39	EDWIN S. AUSTRIA	50
1292- 40	NOMAR M. SAWAY	50
1292- 41	RODEL P. ABRAHAM	50
1292- 42	JOVENILE M. ASI	50
1292- 44	SERAFIN H. MANALO	50
1292- 45	NOEL A. MAANO	50
1292- 46	MICHAEL V. PADUA	50
1292- 47	RONALD M. RIVADAVIA	72
1292- 48	JENNIFER L. RIVADAVIA	72
1292- 49	ARMOR R. DAYAYWON	100

*JOHN LYN M. PADUA*  
 Antipied thru copy:



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

Prepared By:

*Peradilla*  
**RIECHELLE V. PERADILLA**  
 Secretary

Noted By

*Padua*  
**JONALYN M. PADUA**  
 Brgy. Councilor

Certified Correct:

*Montealegre*  
**RODANTE F. MONTEALEGRE**  
 Brgy. Captain

*Padua*  
**JONALYN M. PADUA**  
 Certified thru Copy:



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JOSE SOHRAB L. TOLENTINO, of the DENR-CENRO, SOCORRO, ORIENTAL MINDORO, 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 JANUARY TO JUNE 2017

Ratee: JOSE SOHRAB L. TOLENTINO  
Date:



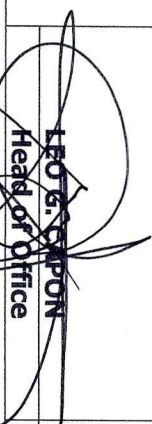
Reviewed by:	Date:	Approved by:	Date:
<i>Delia T. Almaraz</i> DELIA T. ALMAREZ		<i>LEO Q. RAPON</i> LEO Q. RAPON Head of Office	
Immediate Supervisor			

Output	Success Indicators ( targets + measures )	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
MFO 2 ECOSYSTEM MANAGEMENT SERVICES  Land Survey and Disposition	Accept, inspect and process 5 Residential Free Patent Applications	Accepted, inspected and processed 2 Residential Free Patent Applications	1.788	4.0	5.0	3.596	
	Prepare V-37 for public land applications	Prepared 72 V-37 for public land applications		4.0	4.0	4.0	
	Prepare and submit SALN to Administrative Section on or before February 28, 2017	Prepared and submitted SALN to Administrative Section on or before February 15, 2017		5.0	4.0	4.5	
GENERAL ADMINISTRATION AND SUPPORT SERVICES  Implementation of Good Governance Conditions	Prepare and submit IPCR to Immediate Supervisor to be forwarded to the Administrative Section	Prepared and submitted IPCR to Immediate Supervisor to be forwarded to the Administrative Section		4.0	4.0	4.0	

CERTIFIED TRUE COPY  
DATE: 3/3/23  
*Mandaig Joyke Aruman*  
M/T

Actions on documents / requests	Acts on communications / documents / referral referred by the CENRO and/or Immediate Supervisor 7 working days upon receipt	100% of communications / documents / referrals referred by the CENRO and/or Immediate Supervisor acted upon 3 working days upon receipt	4.0	5.0	4.5	
Total Overall Rating					20.596	
Final Average Rating					4.119	
ADJECTIVAL RATING					VERY SATISFACTORY	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
<div>  </div> <div>           JOSE SOHRAB L. TOLENTINO Employee         </div>		<div>  </div> <div>           I certify that I discussed my assessment of the performance with the employee DELTA T. ALMARAZ OIC, IWO IIT         </div>		<div>  </div> <div>           LEO S. CAPON Head of Office         </div>	

CERTIFIED TRUE COPY  
 DATE: 3/13/23  
 INWOMEN/ BY: AUTMM  
 HJT



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JOSE SOHRAB L. TOLENTINO, of the DENR-CENRO, SOCORRO, ORIENTAL MINDORO, 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 2017.

Ratee: **JOSE SOHRAB L. TOLENTINO**  
Date: **January 3, 2018**

<b>Reviewed by:</b> <i>Delia T. Almaraz</i> <b>DELIA T. ALMAREZ</b> Immediate Supervisor	<b>Date:</b> 1/3/18	<b>Approved by:</b> <i>Leo G. Capon</i> <b>LEO G. CAPON</b> Head of Office	<b>Date:</b> 1/3/18
---	------------------------	---	------------------------

Output	Success Indicators ( targets + measures )	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>MFO 2 ECOSYSTEM MANAGEMENT SERVICES</b>  Land Survey and Disposition	Accept, inspect and process 7 Residential Free Patent Applications	Accepted, inspected and processed 7 Residential Free Patent Applications	3.0	5.0	4.0	4.0	
	Prepare V-37 for public land applications	Prepared 65 V-37 for public land applications		4.0	4.0	4.0	
	Prepare and submit IPCR of the previous semester to Immediate Supervisor to be forwarded to the Administrative Section	Prepared and submitted IPCR of the previous semester to Immediate Supervisor to be forwarded to the Administrative Section on July 7, 2017		5.0	4.0	4.5	
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES</b>							
Implementation of Good Governance Conditions							


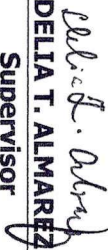
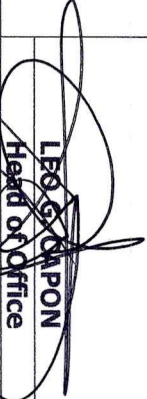
IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average

**CERTIFIED TRUE COPY**  
**DATE:** *Jan 3/18*  
*Wm. Joyce Acuna*



Actions on documents / requests	Acts on communications / documents / referral referred by the CENRO and/or Immediate Supervisor 7 working days upon receipt	100% of communications / documents / referrals referred by the CENRO and/or Immediate Supervisor acted upon 3 working days upon receipt	5.0	4.0	4.5	
Total Overall Rating					17.0	
Final Average Rating					4.25	
ADJECTIVAL RATING					VERY SATISFACTORY	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 JOSE SOHRAB L. TOLENTINO Employee	1/3/18	I certify that I discussed my assessment of the performance with the employee   DELIA T. ALMARAZ Supervisor	1/3/18	 LBO G. OLAPON Head of Office	

CERTIFIED TRUE COPY  
 DATE: 3/13/23  
 Random Service S. Arupam  
 ADI



B. . Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JOSE SOHRAB L. TOLENTINO, of the DENR-CENRO, SOCORRO, ORIENTAL MINDORO, 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 JANUARY TO JUNE 2018.

Ratee: JOSE SOHRAB L. TOLENTINO  
Date: January 16, 2018

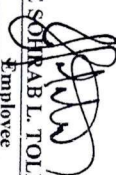

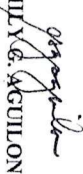
AUTHENTICATED PHOTOCOPY  
Original Presented  
NOEMIE P. ALCANCIA  
IMO I/IN-CHARGE, RECORDS

ANNEX " 5-A "

Reviewed by: <i>Delia T. Almarez</i>	Date: 01/10/18	Approved by: <i>Emilio G. Aguilon</i>	Date: 01/10/18
DELIA T. ALMAREZ	01/10/18	EMILIO G. AGUILON	01/10/18
Immediate Supervisor		Chief, Technical Services Division	

Output	Success Indicators ( targets + measures )	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<ul style="list-style-type: none"><li>OPERATIONS</li><li>C.1 Natural Resources Sustainably Managed</li><li>C.1.1 Land Management Sub-Program</li><li>1. Land Disposition/Distribution</li><li>a. Residential (disposed under RA 10023 or residential free patent)</li><li>b. Agricultural Areas</li></ul>	Accept, inspect and process 15 Residential Free Patent Applications in compliance with RA 10023 15 days upon receipt of application with 100% accuracy	Accepted, inspected and processed 7 Residential Free Patent Applications in compliance with RA 10023 10 days upon receipt of application with 100% accuracy	1.909	5.0	4.0	3.636	
	Accept, inspect and process 4 Free Patent Applications in compliance with CA 141 15 days upon receipt of applications with 100% accuracy	Accepted, inspected and processed 3 Free Patent Applications in compliance with CA 141, 10 days upon receipt of applications with 100% accuracy	2.495	5.0	4.0	3.832	
<ul style="list-style-type: none"><li>GENERAL SUPPORT</li><li>ADMINISTRATION AND</li></ul>	Prepare 83 pes V-37 for public land applications 3 days upon receipt with 100% accuracy	Prepared 71 pes V-37 for public land applications 1 day upon receipt with 100% accuracy	2.701	5.0	4.0	3.9	
Submission of individual SALN	One (1) SALN submit to the Administrative Section within prescribed time with 100% accuracy	One (1) SALN submitted to the Administrative Section within prescribed time with 100% accuracy	5.0	5.0	3.0	4.0	
Submission of IPCCR	One (1) rated IPCCR of the previous semester submit to Immediate Supervisor to be forwarded to the Administrative Section within prescribed time with	One (1) rated IPCCR of the previous semester submitted to Immediate Supervisor and forwarded to the Administrative Section within	5.0	3.0		4.0	



Actions on documents / requests	100% accuracy One (1) IPCR (commitment) for the year submit within prescribed time with 100% accuracy	prescribed time with 100% accuracy One (1) IPCR (commitment) for the year submitted within the prescribed time with 100% accuracy	5.0	3.0	4.0	
Attendance to meetings / workshops / conferences	100% of communications / documents /referral acted 100% accuracy -simple documents- 7 working days upon receipt by the office -complex documents- 15 working days upon receipt by the office 100% of meetings/workshops/conferences attended with reports submitted to CENRO thru Admin Officer, 7 days after the attendance with 100% accuracy	100% of communications / documents /referral acted 100% accuracy -simple documents- 3 working days upon receipt by the office -complex documents- 7 working days upon receipt by the office 100% of meetings/workshops/conferences attended with reports submitted to CENRO thru Admin Officer, 3 days after the attendance with 100% accuracy	5.0	4.0	4.5	
Total Overall Rating			7.105	40.0	29.0	32.368
Final Average Rating			2.368	5.0	3.625	4.046
ADJECTIVAL RATING			VERY SATISFACTORY			
Comments and Recommendations for Development Purposes						
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date	
JOSE SOBRAB L. TOLENTINO  Employee	7/13/2018	I certify that I discussed my assessment of the performance with the employee  DELIA T. ALMAREZ Immediate Supervisor	7/13/2018	 EMILY E. AGUILLON Chief, Technical Services Division	7/13/2018	

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

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JOSE SOHRAB L. TOLENTINO, of the DENR-CENRO, SOCORRO, ORIENTAL MINDORO, 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.

Ratee: JOSE SOHRAB L. TOLENTINO  
Date: January 10/2018

Reviewed by: <u>File &amp; Henry</u>	Date: <u>1/10/2018</u>	Approved by: <u>Emmy G. Aguilon</u>	Date: <u>1/10/2018</u>
<u>DELA T. ALMAREZ</u>		<u>EMMY G. AGUILON</u>	
Immediate Supervisor		Chief, Technical Services Division	

Output	Success Indicators ( targets + measures )	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<ul style="list-style-type: none"><li>OPERATIONS</li><li>C.1 Natural Resources Sustainably Managed</li><li>C.1.1 Land Management Sub-Program</li><li>1. Land Disposition/Distribution</li><li>a. Residential (disposed under RA 10023 or residential free patent)</li><li>b. Agricultural Areas</li></ul>	Accept, inspect and process 15 Residential Free Patent Applications in compliance with RA 10023 within 15 days upon receipt of application	Accepted, inspected and processed 30 Residential Free Patent Applications in compliance with RA 10023 within 10 days upon receipt of application	5.0	4.0	4.0	4.33	
	Accept, inspect and process 4 Free Patent Applications in compliance with CA 141 within 15 days upon receipt of applications	Accepted, inspected and processed 11 Free Patent Applications in compliance with CA 141, within 10 days upon receipt of applications	5.0	4.0	4.0	4.33	
	Prepare 92 pos V-37 for public land applications 3 days upon receipt with 100% accuracy	Prepared 125 pos V-37 for public land applications 1 day upon receipt with 100% accuracy	5.0	4.0	4.0	4.33	
<ul style="list-style-type: none"><li>GENERAL SUPPORT</li><li>ADMINISTRATION AND</li></ul>	One (1) rated PCR of the previous semester submit to Immediate Supervisor to be forwarded to the Administrative Section within prescribed time with 100% accuracy	One (1) rated PCR of the previous semester submitted to Immediate Supervisor and forwarded to the Administrative Section within prescribed time with 100% accuracy	5.0	3.0		4.0	

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



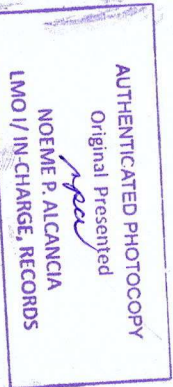
Actions on documents / requests	100% of communications / documents /referral acted 100% accuracy	100% of communications / documents /referral acted 100% accuracy	5.0	4.0	4.5	
Attendance to meetings / workshops / conferences	100% of meetings/workshops/conferences attended with reports submitted to CENRO thru Admin Officer, 7 days after the attendance with 100% accuracy	100% of meetings/workshops/conferences attended with reports submitted to CENRO thru Admin Officer, 3 days after the attendance with 100% accuracy	5.0	4.0	4.5	
Total Overall Rating			15.00	27.00	23.00	26.00
Final Average Rating						4.33
ADJECTIVAL RATING			VERY SATISFACTORY			
Comments and Recommendations for Development Purposes						
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date	
JOSE SOBERAB L. TOLENTINO Employee	1/10/2019	I certify that I discussed my assessment of the performance with the employee  DELLA T. ALMAREZ Immediate Supervisor	1/10/2019	EMILY E. AGUILON Chief, Technical Services Division	1/10/2019	

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

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JOSE SOHRAB L. TOLENTINO, of the DENR-CENRO, SOCORRO, ORIENTAL MINDORO, LAND MANAGEMENT SERVICES commit to deliver and achieve the attainment of the following targets in accordance with the indicated measures for the period JANUARY TO JUNE 2019.



Ratee: JOSE SOHRAB L. TOLENTINO  
Date: \_\_\_\_\_

Reviewed by:	Date:	Approved by:	Date:
<i>Delia T. Almaraz</i> DELIA T. ALMARAZ		<i>Anastacio A. Santos</i> ANASTACIO A. SANTOS	
Immediate Supervisor/LMO III		OIC, CENRO	

Output	Success Indicators ( targets + measures )	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Land Management Sub Program							
A. Land Disposition/Distribution and Survey							
a. Residential Free Patent disposed under RA 10023	10 Residential Free Patent Applications accepted, inspected and processed in compliance with RA 10023 within 120 days upon receipt of application with 100% accuracy	10 Residential Free Patent Applications accepted, inspected and processed in compliance with RA 10023 within 60 days upon receipt of application with 100% accuracy	3.0	5.0	5.0	4.333	
b. Agricultural Free Patent	7 Free Patent Applications Accept, inspect and process in compliance with CA 141 within 120 days upon receipt of applications with 100% accuracy	5 Free Patent Applications Accept, inspect and process in compliance with CA 141 within 60 days upon receipt of applications with 100% accuracy	2.413	5.0	5.0	4.138	
	40 V-37/sketch plan prepared for public land applications on the 20 <sup>th</sup> day of June 2019 with minor errors/corrections	42 V-37/sketch plan prepared for public land applications by 20th day of May 2019 with no error/corrections	3.354	5.0	5.0	4.451	
• GENERAL ADMINISTRATION AND SUPPORT							
Submission of individual SALIN	One (1) SALIN submitted to the Administrative Unit within prescribed time with 3 minor errors/corrections	One (1) SALIN submitted to the Administrative Unit within prescribed time with 1 minor error/correction		5.0	3.0	4.0	
Submission of IPCR	One (1) rated IPCR submitted to Immediate Supervisor to be forwarded to the Administrative Unit within prescribed time with 3 minor error/corrections	One (1) rated IPCR submitted to Immediate Supervisor to be forwarded to the Administrative Unit within prescribed time with 1 error/correction		4.0	4.25	4.125	
	One (1) IPCR (commitment) for the year submitted within prescribed time with 3 minor error/corrections	One (1) IPCR (commitment) for the year submitted within prescribed time with 1 minor error/correction		4.0	4.0	4.0	



Actions on documents / requests	100% of communications / documents /referral acted with minor errors or deficiencies	-simple documents- 7 working days upon receipt by the office -complex documents- 15 working days upon receipt by the office	100% of communications / documents /referral acted with acceptable results and no errors	-simple documents- 7 working days upon receipt by the office -complex documents- 15 working days upon receipt by the office	4.0	5.0	4.5	No meetings/workshops attended
Attendance to meetings / workshops / conferences	100% of meetings/workshops/conferences attended with reports submitted to CENRO thru Admin Officer, 3 days after the attendance with minimal error/corrections		100% of meetings/workshops/conferences attended with reports submitted to CENRO thru Admin Officer, 3 days after the attendance with no corrections		-	-	-	
Total Overall Rating								
Final Average Rating					8.767	32.0	31.25	29.547
ADJECTIVAL RATING					VERY	SATISFACTORY		
Comments and Recommendations for Development Purposes								
Discussed with	Date	Assessed by: I certify that I discussed my assessment of the performance with the employee	Date	Final Rating by:	Date			
JOSE SOPHIA B. L. TOLENTINO CW 1/Employee		FEDES MELAYA Immediate Supervisor/In-Charge, Admin Unit		ANASTACIO A SANTOS OIC, CENRO				

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

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

Ratee : **JOSE SOHRAB L. TOLENTINO**  
Date :

Reviewed by:	Date:	Approved by:	Date:									
<i>Julia T. Almaraz</i> <b>DELIA T. ALMARAZ</b>		<i>Anastacio A. Santos</i> <b>ANASTACIO A. SANTOS</b> <b>OIC, CENRO</b>										
<b>Immediate Supervisor/Chief, RPS</b>												
<b>OUTPUT</b>	<b>Performance Indicators (Targets + Measures)</b>	<b>Actual Accomplishments</b>	<table><tr><th colspan="4">RATING</th><th rowspan="2">Remarks</th></tr><tr><th>Q1</th><th>E2</th><th>T3</th><th>A4</th></tr></table>	RATING				Remarks	Q1	E2	T3	A4
RATING				Remarks								
Q1	E2	T3	A4									
<b>* Disposition and Records Management</b>												
<b>1. Land Disposition/Distribution</b>												
a. Residential ( RA 10023)	15 Residential Free Patent Applications to be inspected, accepted and processed with reports to be submitted to the RPS Chief on the 17th day of June, 2020 with 3 minor corrections	15 Residential Free Patent Applications inspected, accepted and processed with reports submitted to the RPS Chief on the 11th day of June, 2020 with no corrections	3.000 5.000 5.000 4.333									
b. Agricultural Free Patent	10 Agricultural Free Patent Applications to be inspected, accepted and processed with reports to be submitted to the RPS Chief on the 17th day of June, 2020 with 3 minor corrections	10 Agricultural Free Patent Applications inspected, accepted and processed with reports submitted to the RPS Chief on the 11th day of June, 2020 with no corrections	3.000 5.000 5.000 4.333									
<b>* Intervening Tasks</b>	44 forms of V-37 to be prepared with sketches submitted on the 10th day of June, 2020 with 3 minor corrections	53 forms of V-37 prepared with sketched submitted on the 5th day of June, 2020 with no corrections	4.000 4.354 5.000 4.451									
	10 Final report on sketching of Agricultural lots to be submitted on the 10th day of June, 2020 with 3 minor corrections	15 Final report on sketching of Agricultural lots submitted on the 5th day of June, 2020 with no corrections	5.000 4.354 5.000 4.785									




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

CERTIFIED TRUE COPY

DATE: 3/13/23

MAYORATE 08716 154222



* 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 correction	One (1) SALN submitted to the Administrative section before the prescribed time with 100% accuracy	4.919	4.000	4.460				
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	4.000	4.460				
	One (1) rated IPCR of previous semester to be submitted to CENRO thru Admin. Officer for ratings before the prescribed time with minor corrections	One (1) rated IPCR of previous semester submitted to CENRO thru Admin. Officer before the prescribed time with 100% accuracy	4.778	4.000	4.389				
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 corrections	4.000	4.000	4.000				
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 Admin. Section at the end of the month with 100% accuracy	4.000	4.000	4.000				
Total Overall Rating			15.000	41.324	40.000	39.221			
Final Average Rating						4.36			
Adjectival Rating									
Comments and Recommendations for Development Purposes									
<p>Employed all targets within</p>									
Discussed with:	Date	Assessed by:	Date:		Final Rating:	Date:			
 <b>JOSE SOHRAB L. TOLENTINO</b> Employee	June 30, 2020	I certify that I discussed my assessment of the performance with the employee  <b>ELSIE N. DIMAYUGA</b> Forster II/In-charge, Admin. Unit	June 30, 2020		 <b>ANASTACIO A. SANTOS</b> OIC-CENRO	June 30, 2020			

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



CERTIFIED TRUE COPY  
 DATE 31/3/27  
 JMN/DRYIF SP-165 S. KUSRM  
 MD I



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **JOSE SOHRAB L. TOLENTINO**, of the DENR-CENRO Socorro, Oriental Mindoro, of Regulation and Permitting Section, commit to deliver and agree to be rated on the attainment of targets in accordance with the indicated measures for the period **July to December, 2020**.

Ratee : **JOSE SOHRAB L. TOLENTINO**  
Date : January 11, 2021

Reviewed by:	Date:	Approved by:	Date:									
 <b>DELIA T. ALMARAZ</b>		 <b>ANASTACIO A. SANTOS</b>										
Immediate Supervisor/Chief, RPS		OIC, CENRO										
OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	<table><tr><th colspan="4">RATING</th><th rowspan="2">Remarks</th></tr><tr><th>Q1</th><th>E2</th><th>T3</th><th>A4</th></tr></table>	RATING				Remarks	Q1	E2	T3	A4
RATING				Remarks								
Q1	E2	T3	A4									
* Land Survey and Disposition												
a. Residential Free Patent Disposed under RA 10023 (Survey and Approval)	Assist in the conduct of public land survey and monumenting of lots with reports to be submitted to the RPS, Chief on 10th day of December, 2020 with 100% accuracy	Assist in the conduct of public land survey and monumenting of lots with reports to be submitted to the RPS, Chief on 10th day of December, 2020 with 100% accuracy	<table><tr><td>-</td><td>5.00</td><td>4.00</td><td>4.00</td><td></td></tr></table>	-	5.00	4.00	4.00					
-	5.00	4.00	4.00									
b. Residential Free Patent Disposed under RA 10023 (Issuance of Free Patent)	47 Residential Free Patent Applications inspect, accept and process with reports to be submitted to the RPS Chief on the 15th day of December, 2020 with 3 minor corrections	50 Residential Free Patent Applications inspected, accepted and processed with reports to be submitted to the RPS Chief on the 10th day of December, 2020 with 3 minor corrections	<table><tr><td>3.00</td><td>5.00</td><td>3.00</td><td>4.33</td><td></td></tr></table>	3.00	5.00	3.00	4.33					
3.00	5.00	3.00	4.33									
c. Issuance of Agricultural Free Patent	7 Agricultural Free Patent Applications inspect, accept and process with reports to be submitted to the RPS Chief on the 15th day of December, 2020 with 3 minor corrections	16 Agricultural Free Patent Applications inspected, accepted and processed with reports submitted to the RPS Chief on the 10th day of December, 2020 with no corrections	<table><tr><td>5.00</td><td>5.00</td><td>4.00</td><td>4.67</td><td></td></tr></table>	5.00	5.00	4.00	4.67					
5.00	5.00	4.00	4.67									
* Other accomplishments	Prepare 88 forms of V-37 with sketches to be submitted to the RPS, Chief on the 4th day of December, 2020 with 3 minor corrections	Prepared 90 forms of V-37 with sketches submitted to the RPS, Chief on the 26th day of November, 2020 with no corrections	<table><tr><td>3.00</td><td>5.00</td><td>4.00</td><td>4.00</td><td></td></tr></table>	3.00	5.00	4.00	4.00					
3.00	5.00	4.00	4.00									

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

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MARIONNE BOYCE S. ARUMAN  
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* 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 minor errors/corrections -simple documents- 3 working days upon receipt -complex documents- 10 working days upon receipt			4.00	4.00	4.00	
Submission of IPCR		One (1) rated IPCR of previous semester to be submitted to the CENRO thru Adm. Officer 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	4.00	
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	4.00	
Submission of monthly DTR		Prepare monthly DTR and submit 5th day of the following month with 100% accuracy			Prepared monthly DTR and submitted 3rd day of the following month with 100% accuracy			5.00	4.00	4.50	
Total Overall Rating								11.00	38.00	30.00	33.50
Final Average Rating											4.19
Adjectival Rating					VERY SATISFACTORY						
Comments and Recommendations for Development Purposes		COMPLETED ALL TASKS ON TIME.									
Discussed with:		Date		Assessed by:		Date:		Final Rating:		Date:	
JOSE SOBRAB L. TOLENTINO Employee		January 11,2021		I certify that I discussed my assessment of the performance with the employee  RAYSON C. ALFANTE ECOMS I/ In-charge, Admin. Unit		January 11,2021		ANASTACIO A SANTOS,RPF,MPA OIC-CENRO		January 11,2021	

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

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 DATE: 3/13/23.  
 MAYORIE BAYES - RUIJAN



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

ANNEX " 8 "

I, **JOSE SOHRAB L. TOLENTINO**, of the **DENR-CENRO Socorro, Oriental Mindoro**, under **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 in the period **JULY to DECEMBER 2021**.

**JOSE SOHRAB L. TOLENTINO**

Utility Worker 1

Date: February 03, 2022

Reviewed by:	<i>Delia T. Almaraz</i> <b>DELIA T. ALMAREZ</b>	Date:		Approved by:	<i>Rodel M. Boyles</i> <b>RODEL M. BOYLES</b>	Date:	
	<b>LMO III/RPS CHIEF</b>				<b>CENRO</b>		
	<b>Immediate Supervisor</b>				<b>Head of Office</b>		
Output	Success Indicators ( targets + measures )	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM</b>							
a. Land Survey, Disposition and Record Management	Assist in the survey of 25 lots with report submitted to CENRO thru RPS Chief, 7 days after the activity with 100% accuracy	Assisted in the survey of 125 lots with report submitted to CENRO thru RPS Chief, 5 days after the activity with 100% accuracy	5.00	5.00	4.00	4.67	
b. Residential Free Patents	10 patents for residential lands conducted posting of notices and inspections/investigations on the land being applied for within 56 days with report submitted including CSW to RPS Chief	18 patents for residential lands conducted posting of notices and inspections/investigations on the land being applied for within 18 days with report submitted including CSW to RPS Chief	5.00	4.00	5.00	4.67	
c. Others	Prepare and submit 56 V-37 to the CENRO thru RPS Chief on December 15, 2021 with 100% accuracy	Prepared and submit 125 V-37 to the CENRO thru RPS Chief on December 15, 2021 with 100% accuracy	5.00	4.00	3.00	4.00	
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES</b>							
Action 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 6 working days for simple documents and 13 working days for complex documents upon receipt	-	4.00	4.00	4.00	
Total Overall Rating			15.00	17.00	16.00	<b>17.34</b>	
Final Average Rating			5.00	4.25	4.00	<b>4.33</b>	
<b>ADJECTIVAL RATING</b>							
<i>Comments and Recommendations for Development Purposes:</i>							
<i>Accomplished his targets on time.</i>							
Discussed with	Date	Assessed by:	I certify that I discussed my assessment of the performance with the employee		Date	Final Rating by:	Date
<b>JOSE SOHRAB L. TOLENTINO</b> Employee	February 03, 2022	<i>RAYSON R. ALFANTE</i> <b>RAYSON R. ALFANTE</b>	<b>ECOMS I/In-Charge, Admin. Unit</b>		Feb. 03, 2022	<i>Rodel M. Boyles</i> <b>RODEL M. BOYLES</b>	February 03, 2022

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DATE: 3/13/23

Wendy Joye Almaraz



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **JOSE SOHRAB L. TOLENTINO**, of the **DENR-CENRO Socorro, Oriental Mindoro**, under **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 in the period **JANUARY to June 2022**.

JOSE SOHRAB L. TOLENTINO

Ratee

Date:

Reviewed by:	<i>Maureen A. Umali</i>	Date:		Approved by:	<i>ROSEL M. BOYLES</i>	Date:	
	MARIA ALYA RENELYN A. CULLA-UMALI				CENR Officer		
	LMO III/Regulation and Permitting Section Chief				Head of Office		
	Immediate Supervisor						

P/A/Ps	Performance Indicators ( targets + measures )	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeline	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
Submission of Statement of Asset and Liabilities Net Worth (SALN)	One (1) Statement of Assets, Liabilities and Net Worth (SALN) based on the Section 8 of RA 6713 prepared and submitted to In-charge, Administrative Section on February 04, 2022	One (1) Statement of Assets, Liabilities and Net Worth (SALN) based on the Section 8 of RA 6713 prepared and submitted to In-charge, Administrative Section on January 19, 2022		5.00	5.00	5.00	
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Section by the end of March 2022	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Section by the end of March 25, 2022		5.00	4.283	4.642	
	One (1) IPCR with ratings prepared and submitted to In-Charge, Administrative Section on February 10, 2022	One (1) IPCR with ratings prepared and submitted to In-Charge, Administrative Section on February 8, 2022		5.00	4.354	4.677	
Action 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 3 working days for simple documents and 12 working days for complex documents upon receipt		4.849	4.849	4.849	
Attendance to meetings / workshops / conferences	100% of meetings / workshops / conferences attended with report submitted 7 working days after the attendance in local (inter-agency) and 30 working days in foreign meetings / workshop / conferences	100% of meetings / workshops / conferences attended with report submitted 3 working days after the attendance in local (inter-agency)		4.849	4.849	4.849	
LAND MANAGEMENT PROGRAM							

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MANAGER OF OFFICE  
[Signature]



Residential (disposed under RA 10023 or residential Free Patent activity)	3 patents for residential lands conducted posting of notices and inspections/investigations on land being applied for within 56 days with report submitted including CSW to RPS Chief						No Deputation Order was issued by the Regional Office.
	(1 <sup>st</sup> semester - 3 residential free patent applications)						
	Prepared and submitted 30 V-37 for residential lands to the RPS Chief on December 15, 2021		0.000	0.000	0.000	0.000	Public Land Survey has not been completed.
	(1 <sup>st</sup> semester-30 form V-37 for Special patent)						
Other Related Activities	Prepare 2 form V-37 for Special Patent within 5 days upon receipt to be submitted to the RPS Chief.	Prepared 2 form V-37 for Special Patent within 2 days upon receipt to be submitted to the RPS Chief.		4.500	5.000	4.750	
	100% assistance provided in the conduct of ADR proceedings with reports submitted to RPS Chief 5 days after the activity.	100% assistance provided in the conduct of ADR proceedings with reports submitted to RPS Chief 3 days after the activity.		4.849	4.849	4.849	
	100 % assistance provided in the conduct of Public Land Survey with reports submitted to RPS Chief 5 days after the activity.	100 % assistance provided in the conduct of Public Land Survey with reports submitted to RPS Chief 3 days after the activity.		4.849	4.849	4.849	
OTHER CROSS-CUTTING INDICATOR							
	100% of external clients served within the standard set in the Citizens Charter (Land Status, Survey Authority, Application for Residential and Agricultural Patents)			4.849	5.00	4.924	
Total Over-all Rating				43,745	43,033	43,389	
Final Average Rating				4.315	4.303	4.338	
ADJECTIVAL RATING							
Comments and Recommendations for Development Purposes							
Make well with his to employees.							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
		I certify that I discussed my assessment of the performance with the employee					
JOSE SOHRAB L. TOLENTINO	June 29, 2022	MARIA ALVA RENELYN A. CULLA-UMALI					
Utility Worker I		LMO III/Regulation and Permitting Section Chief					
				RODEL M. BOYLES	June 29, 2022		
				CENR Officer			

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DATE: 01/13/23.

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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **JOSE SOHRAB L. TOLENTINO**, **Utility Worker 1** 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

JOSE SOHRAB L. TOLENTINO

Ratee

Date:

Reviewed by:	Date: January 16, 2023	Approved by:	Date:	
Immediate Supervisor:	MARIA ALYA RENELYN A. CULLA-UMALI LMO III/Chief, RPS	RODEL M. BOYLES CENR Officer		
P/A/Ps	Actual Accomplishment (targets + measures)	Actual Accomplishment	QuantityQualityTimelinessAverage	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	4.5004.5004.5004.500	
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 5 working days for simple documents and 10 working days for complex documents upon receipt	4.5004.0004.250	
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 5 working days after attendance in local (inter-agency)	4.5004.0004.250	
OTHER CROSS-CUTTING INDICATOR				
	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)	5.0003.0004.000	

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DATE: 1/19/23

MARIANNE DELA RIVERA

POF

P/A/PS	Actual Accomplishment (targets + measures)		Actual Accomplishment		Rating				Remarks
					Quantity	Quality	Timeliness	Average	
LAND MANAGEMENT PROGRAM									
Preparation of Form V-37	Prepared 120 Form V-37 within 5 days upon receipt for agricultural patents submitted to the RPS Chief		Prepared 134 Form V-37 within 3 days upon receipt for agricultural patents submitted to the RPS Chief		4.071	4.500	5.000	4.523	
Other Related Activities	100% assistance provided in the conduct public land survey with reports submitted to RPS Chief 5 days after the activity		100% assistance provided in the conduct public land survey with reports submitted to RPS Chief 3 days after the activity			4.500	4.000	4.250	
Total Over-all Rating					4.071	27.500	24.500	25.773	
Final Over-all Rating					VERY SATISFACTORY				
Adjectival Rating									
Comments and Recommendations for Development Purposes									
willing to offer assistance and advice at any time to his co-workers.									
Discussed with:	Assessed by:	Date:	Final Rating by:	Date:					
JOSE SOLEZ ABEL TOLENTINO Utility Worker I	I certify that I discussed my assessment of the performance with the employee  MARIA ALVA RENELYN A. CUTLA-UMALI LMO III/Chief, RPS	January 23, 2023	RODEL M. BOYLES CENR Officer	January 23, 2023					

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DATE:                       
MARIONNE BOYLE S. KUTMAN  
AOI