

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, ATTY. ERAH SYL D. ARCALLANA, CPA of the Investigation and Documentation Division of the NFA-Legal Affairs Department 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 1 to June 30, 2023.

Signature of Employee

Date: July 17, 2023

APPROVED BY: [Signature]
 Name: ATTY. MA. THERESA S. VILLAFUERTE, CPA
 Position: Department Manager III
 Date: June 30, 2023

Rating:

5-Outstanding
 4-Very Satisfactory
 3-Satisfactory
 2-Unsatisfactory
 1-Poor

INVESTIGATION AND DOCUMENTATION DIVISION - 50%

Major Final Outputs/Projects/Activities/Programs	Success Indicators (Targets + Measures)	% Weight	Actual Accomplishments	Rating				Equiv. Rating	Remarks
				Q1	E2	T3	A4		
CORE FUNCTIONS									
1. Draft Legal Opinion, Comments, Interpretation, Recommendations and other correspondences/communications	5 - drafted 1-3 days upon receipt 4 - drafted 4-5 days upon receipt 3 - drafted 6-7 days upon receipt 2 - drafted 8-10 days upon receipt 1 - drafted 11-15 days upon receipt	30%	Prepared, drafted and submitted for approval of the head of Legal Department four (8) <u>opinions and correspondences / communications</u> within 5-10 days on average upon receipt.	4.80	4.90	5.00	4.90	1.470	
2. Preparation and review of draft contracts/Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU) and Other documents.	5 - drafted 1-3 days upon receipt 4 - drafted 4-5 days upon receipt 3 - drafted 6-7 days upon receipt 2 - drafted 8-10 days upon receipt 1 - drafted 11-15 days upon receipt	20%	Prepared, drafted and submitted for approval of the head of Legal Department eight (8) Contract Review/MOA/MOU within 5-7 days on average upon receipt.	4.80	4.80	5.00	4.87	0.973	
3. Coordination with the NFA Provincial and Regional Offices and Other government and private entities and individuals as follows: ARTA	5 - drafted 1-3 days upon receipt 4 - drafted 4-5 days upon receipt 3 - drafted 6-7 days upon receipt 2 - drafted 8-10 days upon receipt 1 - drafted 11-15 days upon receipt	10%	Prepared, drafted and submitted for approval of the head of Legal Department six (4) correspondences within 5-7 days on average upon receipt.	4.90	4.90	5.00	4.90	0.490	
4. Conduct of Pre-Hearing Conference / Trial Proper	A.1 100% conduct of all Administrative Hearings	10%	(2) <u>Hearings</u> attendance in all scheduled hearing of cases NFA VS L. IGNACIO, NFA VS L. PAGAYUNAN	5.00	5.00	5.00	5.00	0.500	
5. Submission of Position Paper, Memorandum and Other Pleadings.	B. Position Papers, Memoranda & Other Pleadings submitted simultaneously & alternately by the Prosecution or the Defense on or before expiration of the period given by the Hearing Officer.	20%	Prepared Thirty (30) pleading including Withdrawal of Appeals, Comments, Rejonders etc.	4.80	4.90	5.00	4.90	0.980	

6. OTHERS									
-Draft Memos to be signed by the AO	100% updated	10%	Prepared within 5-7 days upon receipt.	4.90	4.80	5.00	4.90	0.490	
-Evaluation Report against NMIAC									
				TOTAL RATING					4.903
50%				FINAL RATING					2.452
Comments and Recommendations for Development Purposes or Rewards/Promotion									
The above rating has been discussed with:									
Name and Signature of Ratee:		ATTY. ERAH SYL D. ARCALLANA, CPA		Name and Signature of Rater:		ATTY. SHYLA C. RAMOS			
Position:		Attorney III		Position:		Acting Attorney V, Investigation and Documentation Division			
Date:		July 17, 2023		Date:		July 17, 2023			

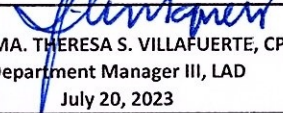
LITIGATION AND PROSECUTION DIVISION -

50%

Major Final Outputs/Projects/Activities/Programs	Success Indicators (Targets + Measures)	% Weight	Actual Accomplishments	Rating				Equiv. Rating	Remarks
				Q1	E2	T3	A4		
CORE FUNCTIONS									
1. REPRESENTS NFA IN ALL CASES FILED FOR OR AGAINST THE AGENCY BEFORE ANY COURTS AND/OR QUASI-JUDICIAL BODIES: Farmer Organization, Stock Accountables Officers with Final Shortages, Labor cases, Tax Exemptions, Land Registration/titling, COA Disallowances, Money Claims/collection or rice loans, Special/Summary Proceedings, Special Civil Actions; and COA Disallowances. Cases wherein NFA is not a party but requires participation as witness for one of the parties in the case.	100% attendance in all scheduled hearing of cases actually handled plus new cases to be filed for or against NFA.	30%	Appeared in all assigned cases. Twelve (12) hearings attended between January 1 to June 30, 2023.	4.930	4.950	4.970	4.950	1.485	Appearances in court include those originally assigned to the lawyer as well as newly assigned cases and newly filed ones. This likewise include cases wherein the NFA is not a party but requires participation such as witness for one of the parties in the case. Motion to Reset hearing is not allowed unless due to compelling reason and authorized by the head of Department.
2. PREPARATION OF PLEADINGS/ RESEARCHES/ GATHERING OR COLLECTION OF EVIDENTIARY DATA FOR THE FOLLOWING: Complaint/Petition; Answer/Reply/Comment/Opposition; Rejoinder;Motions/Manifestations/Briefs;Position Paper/Memorandum;Appeal; Judicial Affidavit; and Formal Offer of Evidence/Other legal forms required to be submitted in court.	a. Pleadings and motions prepared or drafted within 10 days before the deadline; b. Pleadings and motions prepared or drafted within 5 days before the deadline for urgent/special cases;	30%	Prepared, drafted and filed thirteen (13) pleadings and motion between January 1 to June 30, 2023.	4.960	4.990	4.990	4.980	1.494	All pleadings/motions that need to be filed in court were filed within the prescribed due date. Motion for Extension is not allowed unless for compelling reason and authorized by the head of Department.
3. PREPARATION/DRAFTING OF: OPINIONS/ADVICES INTERPRETATIONS INVOLVING A CERTAIN ISSUE AS REQUESTED BY THE OFFICE OF THE ADMINISTRATOR, OAAFA, OAAMO AND OTHER DEPARTMENTS, INCLUDING REQUEST FOR OPINION OF NFA FIELD AND REGIONAL OFFICES BUT ALL REPLIES WERE ADDRESSED TO THE AO AND IF APPROVED, THE SAME WILL BE FURNISHED TO THE REQUESTING DEPARTMENT/FIELD OR REGIONAL OFFICE.	Prepared or drafted within 10 days from receipt of request	20%	Prepared, drafted and submitted for approval of the head of Legal Department eleven (11) opinions and correspondences.	4.950	4.960	4.940	4.950	0.990	Opinions or recommendation should be prepared within the prescribed period contained in the request, or within 10 days if no period was indicated.
SUPPORT FUNCTIONS									
4. COORDINATION WITH OTHER GOVERNMENT AND OTHER PRIVATE ENTITIES/INDIVIDUALS, SUCH AS BUT NOT LIMITED TO: DENR, CSC, OGCG, OMB, CA, NLRC, SC, RD, LGUs, Courts, BIR, NAP	Should be able to obtain the required information or document from the office or entity with whom coordination was made.	15%	Was able to obtain ALL the required information/document as instructed and as necessary within the given timeframe. Was able to use the information/document in the preparation of recommendation/opinion and/or submit the same as annex/es of pleading/motion filed in court.	5.000	5.000	5.000	5.000	0.750	May include coordination with witnesses in relation to cases being handled, conduct of case conference in preparation for the scheduled hearing in cases, personal appearance to request documents and/or information.
5. SPECIAL CONCERNS <u>-MINOR MEETINGS IN RELATION TO CASE/S ASSIGNED SUCH AS THOSE RELATED TO SAO/TITLING/REAL PROPERTY TAXES/OTHER CASES IN COURT</u> <u>-OTHER ASSIGNMENTS REQUIRING LEGAL ASSISTANCE AS MAY BE INSTRUCTED BY THE HEAD OF THE DEPARTMENT</u>	100% attendance/ participation	5%	Attended ALL meetings/special assignments as instructed between January 1 to June 30, 2023.	5.000	5.000	5.000	5.000	0.250	May or may not involve the cases being handled but was nonetheless assigned to the lawyer as the same may require legal assistance or opinion.
100%				TOTAL RATING				4.969	
				FINAL RATING				50% 2.485	
Comments and Recommendations for Development Purposes or Rewards/Promotion									

The above rating has been discussed with:

Name and Signature of Ratee:	ATTY. ERAH SYL D. ARCALLANA	Name and Signature of Ratee:	ATTY. RAOUL JANN R. BALANQUIT
Position:	Acting Attorney III	Position:	Acting Attorney IV, Litigation & Prosecution Division
Date:	July 20, 2023	Date:	July 20, 2023


<p>Final Rating by Office Head:</p> <p>Position:</p> <p>Date:</p>	<p></p> <p>ATTY. MA. THERESA S. VILLAFUERTE, CPA</p> <p>Department Manager III, LAD</p> <p>July 20, 2023</p>	<p>FINAL AVERAGE RATING - 100% 4.936</p> <p>ADJECTIVAL RATING - VERY SATISFACTORY</p>
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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **ATTY. ERAH SYL D. ARCALLANA, CPA** of the **Investigation and Documentation Division** of the **NFA-Legal Affairs Department** 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 1 to December 31, 2023**.


Signature of Employee

Date: **January 18, 2024**

APPROVED BY: 
Name: **ATTY. SHYLA JOY C. RAMOS**
Position: **Acting Attorney VI**
Date: **January 18, 2024**

Rating:

5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Unsatisfactory
1-Poor

INVESTIGATION AND DOCUMENTATION DIVISION - 30%

Major Final Outputs/Projects/Activities/Programs	Success Indicators (Targets + Measures)	% Weight	Actual Accomplishments	Rating				Equiv. Rating	Remarks
				Q1	E2	T3	A4		
CORE FUNCTIONS									
1. Draft Legal Opinion, Comments, Interpretation, Recommendations and other correspondences/communications	5 - drafted 1-3 days upon receipt 4 - drafted 4-5 days upon receipt 3 - drafted 6-7 days upon receipt 2 - drafted 8-10 days upon receipt 1 - drafted 11-15 days upon receipt	30%	Prepared, drafted and submitted for approval of the head of Legal Department Ten (10) opinions and correspondences / communications within 5-10 days on average upon receipt.	4.90	4.95	4.97	4.94	1.48	
2. Preparation and review of draft contracts/Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU) and Other documents.	5 - drafted 1-3 days upon receipt 4 - drafted 4-5 days upon receipt 3 - drafted 6-7 days upon receipt 2 - drafted 8-10 days upon receipt 1 - drafted 11-15 days upon receipt	20%	Prepared, drafted and submitted for approval of the head of Legal Department Four (4) Contract Review/MOA/MOU within 5-7 days on average upon receipt.	4.95	4.97	5.00	4.97	0.99	
3. Coordination with the NFA Provincial and Regional Offices and Other government and private entities and individuals as follows: NFA Regional Offices	5 - drafted 1-3 days upon receipt 4 - drafted 4-5 days upon receipt 3 - drafted 6-7 days upon receipt 2 - drafted 8-10 days upon receipt 1 - drafted 11-15 days upon receipt	10%	Prepared, drafted and submitted for approval of the head of Legal Department Six (6) correspondences within 5-7 days on average upon receipt.	4.98	4.99	5.00	4.99	0.50	
4. Conduct of Pre-Hearing Conference / Trial Proper	A.1 100% conduct of all Administrative Hearings	10%	(7) Hearings attendance in all scheduled hearing of cases	5.00	5.00	5.00	5.00	0.50	

5. Submission of Position Paper, Memorandum and Other Pleadings.	B. Position Papers, Memoranda & Other Pleadings submitted simultaneously & alternately by the Prosecution or the Defense on or before expiration of the period given by the Hearing Officer.	20%	Prepared Twenty- Two (22) pleading	4.98	4.99	5.00	4.99	1.00
6. SPECIAL CONCERNS Meeting / Bids attended	100% attendance/ participation	10%	Attended meetings/opening of sealed bids and other concern	5.00	5.00	5.00	5.00	0.50
				TOTAL RATING 4.974				
30%				FINAL RATING 1.492				
Comments and Recommendations for Development Purposes or Rewards/Promotion								
The above rating has been discussed with:								
Name and Signature of Ratee:			Name and Signature of Rater:					
ATTY. ERAH SY D. ARCALLANA, CPA			ATTY. SHYLA JOY C. RAMOS					
Position: Attorney III			Position: Acting Attorney VI, LAD					
Date: January 18, 2024			Date: January 18, 2024					

LITIGATION AND PROSECUTION DIVISION -

70%

Major Final Outputs/Projects/Activities/Programs	Success Indicators (Targets + Measures)	% Weight	Actual Accomplishments	Rating				Equiv. Rating	Remarks
				Q1	E2	T3	A4		
CORE FUNCTIONS									
1. REPRESENTS NFA IN ALL CASES FILED FOR OR AGAINST THE AGENCY BEFORE ANY COURTS AND/OR QUASI-JUDICIAL BODIES: Farmer Organization, Stock Accountables Officers with Final Shortages, Labor cases, Tax Exemptions, Land Registration/titling, COA Disallowances, Money Claims/collection or rice loans, Special/Summary Proceedings, Special Civil Actions; and COA Disallowances. Cases wherein NFA is not a party but requires participation as witness for one of the parties in the case.	100% attendance in all scheduled hearing of cases actually handled plus new cases to be filed for or against NFA.	30%	Appeared in all assigned cases. Thirty nine (39) hearings attended between July 1 to December 31, 2023.	4.970	4.970	4.970	4.970	1.491	Appearances in court include those originally assigned to the lawyer as well as newly assigned cases and newly filed ones. This likewise include cases wherein the NFA is not a party but requires participation such as witness for one of the parties in the case. Motion to Reset hearing is not allowed unless due to compelling reason and authorized by the head of Department.
2. PREPARATION OF PLEADINGS/ RESEARCHES/ GATHERING OR COLLECTION OF EVIDENTIARY DATA FOR THE FOLLOWING: Complaint/Petition; Answer/Reply/Comment/Opposition; Rejoinder; Motions/Manifestations/Briefs; Position Paper/Memorandum; Appeal; Judicial Affidavit; and Formal Offer of Evidence/Other legal forms required to be submitted in court.	a. Pleadings and motions prepared or drafted within 10 days before the deadline; b. Pleadings and motions prepared or drafted within 5 days before the deadline for urgent/special cases;	30%	Prepared, drafted and filed fourteen (14) pleadings and motion between July 1 to December 31, 2023.	4.950	4.950	4.950	4.950	1.485	All pleadings/motions that need to be filed in court were filed within the prescribed due date. Motion for Extension is not allowed unless for compelling reason and authorized by the head of Department.
3. PREPARATION/DRAFTING OF: OPINIONS/ADVISES INTERPRETATIONS INVOLVING A CERTAIN ISSUE AS REQUESTED BY THE OFFICE OF THE ADMINISTRATOR, OAAFA, OAAMO AND OTHER DEPARTMENTS, INCLUDING REQUEST FOR OPINION OF NFA FIELD AND REGIONAL OFFICES BUT ALL REPLIES WERE ADDRESSED TO THE AO AND IF APPROVED, THE SAME WILL BE FURNISHED TO THE REQUESTING DEPARTMENT/FIELD OR REGIONAL OFFICE.	Prepared or drafted within 10 days from receipt of request	20%	Prepared, drafted and submitted for approval of the head of Legal Department thirty four (34) opinions and correspondences.	4.960	4.960	4.960	4.960	0.992	Opinions or recommendation should be prepared within the prescribed period contained in the request, or within 10 days if no period was indicated.
SUPPORT FUNCTIONS									
4. COORDINATION WITH OTHER GOVERNMENT AND OTHER PRIVATE ENTITIES/INDIVIDUALS, SUCH AS BUT NOT LIMITED TO: DENR, CSC, OGCC, OMB, CA, NLRC, SC, RD, LGUs, Courts, BIR, NAP	Should be able to obtain the required information or document from the office or entity with whom coordination was made.	15%	Was able to obtain ALL the required information/document as instructed and as necessary within the given timeframe. Was able to use the information/document in the preparation of recommendation/opinion and/or submit the same as annex/es of pleading/motion filed in court.	5.000	5.000	5.000	5.000	0.750	May include coordination with witnesses in relation to cases being handled, conduct of case conference in preparation for the scheduled hearing in cases, personal appearance to request documents and/or information.
5. SPECIAL CONCERNS -MINOR MEETINGS IN RELATION TO CASE/S ASSIGNED SUCH AS THOSE RELATED TO SAO/TITLING/REAL PROPERTY TAXES/OTHER CASES IN COURT -OTHER ASSIGNMENTS REQUIRING LEGAL ASSISTANCE AS MAY BE INSTRUCTED BY THE HEAD OF THE DEPARTMENT	100% attendance/ participation	5%	Attended ALL meetings/special assignments as instructed between July 1 to December 31, 2023.	5.000	5.000	5.000	5.000	0.250	May or may not involve the cases being handled but was nonetheless assigned to the lawyer as the same may require legal assistance or opinion.
100%				TOTAL RATING				4.968	
				FINAL RATING				70% 3.478	
Comments and Recommendations for Development Purposes or Rewards/Promotion									

The above rating has been discussed with:

Name and Signature of Ratee:	ATTY. ERAH SYL D. ARCALLANA	Name and Signature of Ratee:	ATTY. RAOUL JANNIR BALANQUIT
Position:	Acting Attorney III	Position:	Acting Attorney V, Litigation & Prosecution Division
Date:	February 2, 2024	Date:	February 2, 2024

Final Rating by Office Head:

Position:

Date:


ATTY. SHYLA JOY C. RAMOS

Acting Attorney VI, LAD

February 2, 2024

FINAL AVERAGE RATING - 100%

4.970

ADJECTIVAL RATING -

VERY SATISFACTORY