

B. Individual Performance Commitment and Review Form




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **MARILYN S. CASPE**, of DENR-PENRO, Oriental Mindoro, **Planning Unit/Information and Communication Technology** commit to deliver and agree to be rated on the attainment of the following Targets in the accordance with the indicated measures for the period **January to June, 2021**.

M. Caspe
MARILYN S. CASPE
Rattee

Date:

Reviewed by:	Date:	Approved by:	Date:				
<i>Corazon E. Pudiquet</i> CORAZON E. PUDIQUET Planning Officer III Immediate Supervisor		<i>Nestor N. Cuasay</i> NESTOR N. CUASAY DMO IV/In-Charge, Mgt. & Services Division Supervisor					
MFO/PAP	SUCCESS INDICATORS (targets + measures)	Actual Accomplishment	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
Implementation of Good Governance Conditions	One (1) SALN submitted to DENR Personnel Division/Unit on February 15, 2021.	Submitted SALN to DENR Personnel Unit on January 15, 2021.		5.000	5.000	5.000	
	One (1) IPCR Commitment based on approved OPCR submitted to the Personnel Division/Unit on April 26, 2021.	Prepared and submitted One (2) IPCR submitted to the PENRO Personnel Division/Unit on the prescribed period with 100% accuracy.		5.000	3.000	3.000	
Collection of Revenues	Monthly Consolidated Revenue Income Collection Report submitted to Regional Office every 25th day of the month.	Consolidated Revenue Income Collection Report and encoded thru Google Sheet every 25th day of the month with 100% accuracy.		5.000	3.000	4.000	
Actions on Documents/Request/Instruction	100% Tracking of documents/vouchers thru Data Tracking System (DATS) within (5) minutes per documents upon receipts.	100% Tracking of documents/vouchers thru Data Tracking System (DATS) within (3) minutes per documents upon receipts with 100% accuracy and forwarded to Office of the PENRO/Budget Section.		5.000	5.000	5.000	

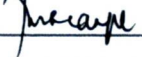
MFO/PAP	SUCCESS INDICATORS (targets + measures)	Actual Accomplishment	Rating				Remarks
			Q1	E2	T3	A4	
	100% of external clients served within the standard set in the citizens charters	100% external clients attended within the standard set in the citizens charters.		5.000	5.000	5.000	Officer of the Day every Thursday
Final Average Rating				25.000	21.000	4.400	
Adjectival Rating							
Comments and Recommendations for Development Purposes: <i>Should be provided with more trainings to enhance her capability and productivity.</i>							
		I certify that I discussed my assessment of performance with the employee.					
 MARILYN S. CASPE	8/17/2021	 NESTOR N. CUASAY	8/23/2021	 MARYJUNE F. MAYPA			8/23/2021
Adm. Assistant I/Computer Operator I	DATE	DMO IV/In-Charge, Mgt. & Services Division	DATE	PENRO			DATE
Employee		Supervisor					

Name: MARILYN S. CASPE					Section: Information and Communication Technology Section			
Position: Administrative Assistant 1 (Comp. Operator 1)					Division: Planning Unit			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January, 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	✓		✓					
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Revenue Collection Report	(1) Monthly Consolidated Revenue Income Collection report.	Consolidated and submitted to the Regional Office (1) Monthly Revenue Income Collection report.	1 day
			✓		Report	Report	Received and tracked documents/vouchers thru Data Tracking System (DATS) and forwarded to Office of the PENRO/Budget Section	5 minutes per document
			✓		Statement of Assets and Liabilities as of December 31, 2020	Submission of SALN to DENR Personnel Division on the prescribed period.	Updated and submitted SALN to PENRO Personnel Division on the prescribed period	1 day
			✓		Personal Data Sheet	Updating of Personal Data Sheet (PDS)	Updated Personal Data Sheet (PDS) and submitted to Management Services Division	1 day
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓		Preparation and submission of IPCR	One (1) IPCR based on approved guidelines submitted to the Personnel Division/Unit on the prescribed period.	Prepared One (1) IPCR and submitted to the PENRO Personnel Division/Unit on the prescribed period	1 day
							Acted as Front Desk Officer	1 day per week (4 days)

Signature of the Employee: M. Caspe
Date Accomplished: _____

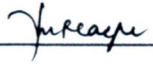
Verified by the Immediate Supervisor: CORAZON E. RUDIQUE
Planning Officer III

Name: MARILYN S. CASPE					Section: Information and Communication Technology Section			
Position: Administrative Assistant 1 (Comp. Operator 1)					Division: Planning Unit			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February, 2021								
A. TARGET-RELATED ACTIVITIES	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	√		√		Revenue Collection Report	(1) Monthly Consolidated Revenue Income Collection report.	Consolidated and submitted to the Regional Office (1) Monthly Revenue Income Collection report.	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								
			√		Reports	Reports and vouchers	Received and tracked documents/vouchers thru Data Tracking System (DATS) and forwarded to Office of the PENRO/Budget Section.	5 minutes per document
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								
			√				Acted as Front Desk Officer	1 day per week (4 days)

Signature of the Employee: 
Date Accomplished: _____

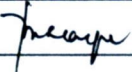
Verified by the Immediate Supervisor:  CORAZON E. PUDIQUET
Planning Officer III


Name: MARILYN S. CASPE					Section: Information and Communication Technology Section				
Position: Administrative Assistant 1 (Comp. Operator 1)					Division: Planning Unit				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: March, 2021									
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity				
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed	
	√		√		Revenue Collection Report	(1) Monthly Consolidated Revenue Income Collection report.	Consolidated and submitted to the Regional Office (1) Monthly Revenue Income Collection report.	1 day	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				√		Reports	Reports and Vouchers	Received and tracked documents/vouchers thru Data Tracking System (DATS) and forwarded to Office of the PENRO/Budget Section.	5 minutes per document
			√		Reports	Anti -Red Tape Act Report	Encoding of Monthly Monitoring of Streamling Effort for Claims	2 minutes per document	
				T.O. #2021-530		Reports	Assisted the Planning Officer in the monitoring and evaluation of accomplishment of CENRO Accomplishments.	3days	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√				Acted as Front Desk Officer	1 day per week (4 days)	

Signature of the Employee: 
Date Accomplished: _____

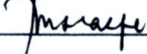
Verified by the Immediate Supervisor: 
CORAZON E. BUDIQUET
Planning Officer III

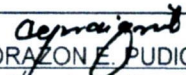
Name: MARILYN S. CASPE					Section: Information and Communication Technology Section			
Position: Administrative Assistant 1 (Comp. Operator 1)					Division: Planning Unit			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April, 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	✓		✓		Revenue Collection Report	(1) Monthly Consolidated Revenue Income Collection report.	Consolidated and submitted to the Regional Office (1) Monthly Revenue Income Collection report.	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Reports	Reports and Vouchers	Received and tracked documents/vouchers thru Data Tracking System (DATS) and forwarded to Office of the PENRO/Budget Section.	5 minutes per document
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			✓				Acted as Front Desk Officer	1 day per week (4 days)
			✓	S.O. #2021-36	Designated In-Charge General Records Unit	Reports	Received and transmitted memorandum instruction, issuances and reports. Search files needed by different sector.	14 days

Signature of the Employee: 
Date Accomplished: _____

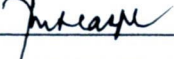
Verified by the Immediate Supervisor: 
CORAZON E. PUDIQUET
Planning Officer III

Name: MARILYN S. CASPE					Section: Information and Communication Technology Section				
Position: Administrative Assistant 1 (Comp. Operator 1)					Division: Planning Unit				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: May, 2021									
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity				
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed	
	✓		✓		Revenue Collection Report	(1) Monthly Consolidated Revenue Income Collection report	Consolidated and submitted to the Regional Office (1) Monthly Revenue Income Collection report	1 day	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)				✓		Reports	Reports	Received and tracked documents/vouchers thru Data Tracking System (DATS) and forwarded to Office of the PENRO/Budget Section.	5 minutes per document
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)				✓				Acted as Front Desk Officer	1 day per week (4 days)
				✓	S O #2021-43	Designated In-Charge General Records Unit	Reports	Received and transmitted memorandum instruction, issuances and reports. Search files needed by different sector.	7 days

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: 
CORAZON E. PUDIQUET
Planning Officer III

Name: MARILYN S. CASPE					Section: Information and Communication Technology Section			
Position: Administrative Assistant 1 (Comp. Operator 1)					Division: Planning Unit			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: June, 2021								
A. TARGET- RELATED ACTIVITIES	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
	√		√		Revenue Collection Report	(1) Monthly Consolidated Revenue Income Collection report.	Consolidated and submitted to the Regional Office (1) Monthly Revenue Income Collection report.	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								
			√		Reports	Reports and vouchers	Received and tracked documents/vouchers thru Data Tracking System (DATS) and forwarded to Office of the PENRO/Budget Section.	5 minutes per document
			√		Reports	Anti -Red Tape Act Report	Encoding of Monthly Monitoring of Streamling Effort for Claims	2 minutes per document
				T.O #2021-2399		Submission of Revenue Collection Report	Coordinated with the Credit Officers of the 2 CENROs and discussed Revenue Collection Report.	3days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								
			√				Acted as Front Desk Officer	1 day per week (4 days)

Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor: 
CORAZON E. RUIDIQUET
Planning Officer III