

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>Dep not found</i> CORAZON E. PUDIQUET Planning Officer III Immediate Supervisor | | <i>[Signature]</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. | | | | | |
| <i>Marilyn S. Caspe</i> MARILYN S. CASPE | 8/17/2021 | <i>Nestor N. Cuasay</i> NESTOR N. CUASAY | 8/23/2021 | <i>Mary June F. Maypa</i> 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 |
| | √ | | √ | | 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) | | | √ | | 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 |
| | | | √ | | 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 |
| 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: M. Caspe
 Date Accomplished: _____

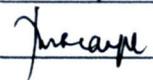
Verified by the Immediate Supervisor: CORAZON E. PUDIQUET
 Planning Officer III

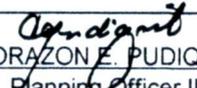
Name: MARILYN S. CASPE Section: Information and Communication Technology Section

Position: Administrative Assistant 1 (Comp. Operator 1) Division: Planning Unit

MONTHLY ACCOMPLISHMENT MONITORING FORM for: 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: Marilyn S. Caspe
 Date Accomplished: _____

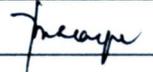
Verified by the Immediate Supervisor: CORAZON E. BUDIQUET
 Planning Officer III

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 |
| | | | | | | | | |
| | | | √ | | | | Acted as Front Desk Officer | 1 day per week (4 days) |
| C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities) | | | √ | 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: *M. Caspe*
 Date Accomplished: _____

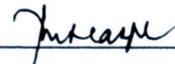
Verified by the Immediate Supervisor: *Corazon E. Pudiquet*
 Planning Officer III

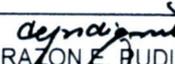
Name: MARILYN S. CASPE Section: Information and Communication Technology Section

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