

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM



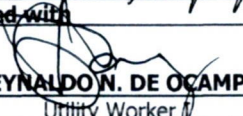


I, Reynaldo De Ocampo, of the Administrative Service of PENRO Oriental Mindoro commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2021.

REYNALDO DE OCAMPO


Ratee

Date:

Date

Reviewed by:		Date	Approved by:		Date		
 MARICEL V. SUPLEO Immediate Supervisor			 NESTOR N. CUASAY In-charge, Management Services Division				
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Messengerial Works	100% of Advice of Checks Issued and Cancelled delivered to Land Bank daily with 100% accuracy.	100% of Advice of Checks Issued and Cancelled delivered to Land Bank daily with 100% accuracy.		5.000	3.000	4.000	
	100% of mails delivered to cooperating agencies within a day with 100% accuracy.	100% of mails delivered to cooperating agencies within a day with 100% accuracy.		5.000	3.000	4.000	
	100% of check payments for mandatories delivered on due date	100% of check payments for mandatories delivered on due date		5.000	3.000	4.000	
Implementation of Good Governance conditions							
Submission of Individual SALN	One (1) Statement of Assets, Liabilities and Networth (SALN) and submitted to In-Charge, Mgt. Services Division on February 28, 2021	One (1) Statement of Assets, Liabilities and Networth (SALN) and submitted to In-Charge, Mgt. Services Division on January 7, 2021.		4.000	5.000	4.500	
Submission of IPCR	One (1) IPCR (Commitment) based on approved SPMS guidelines and submitted to In-Charge, Adm. Section and In-Charge, Mgt. Services Division on prescribed period.	One (1) IPCR (Commitment) based on approved SPMS guidelines and submitted to In-Charge, Adm. Section and In-Charge, Mgt. Services Division on April 7, 2021.		4.000	5.000	4.500	
Total Over-All Rating				23.000	19.000	21.000	
Final Average Rating				4.600	3.800	4.200	
Adjectival Rating				VS	VS	VS	
Comments and Recommendations for Development Purposes <i>Responsive in performing his tasks + duties.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:		Date	
 REYNALDO N. DE OCAMPO Utility Worker	8/16/2021	 NESTOR N. CUASAY In-charge, Management Services Division	8/23/2021	 MARY JUNE F. MAYPA PENRO		8/23/2021	


Name: REYNALDO N. DE OCAMPO					Section: Administrative Unit		
Position: UTILITY WORKER I					Division: Management Services Division		
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)
	✓		✓		SALN	SALN as of December 31, 2020	Updated SALN as of December 31, 2019 submitted to Personnel Section- Administrative Division on January 07, 2021
			✓		PDS	Updating of the Personal Data Sheet (PDS)	Update the Personal Data Sheet (PDS) and submit to Personnel Section
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank
			✓		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies
			✓		Checks Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)							

Signature of the Employee:  REYNALDO N. DE OCAMPO
Date Accomplished: _____

Verified by the Immediate Supervisor:

 BUENA P. FLORIDA
Administrative Officer IV

Name: REYNALDO N. DE OCAMPO					Section: Administrative Unit			
Position: UTILITY WORKER I					Division: Management Services Division			
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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily
			✓		PDS	Updating of the Personal Data Sheet (PDS)	Update the Personal Data Sheet (PDS) and submit to Personnel Section	1 day
			✓		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily
			✓		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee:  REYNALDO N. DE OCAMPO

Date Accomplished: _____

Verified by the Immediate Supervisor:


BUENA P. FLORIDA
Administrative Officer IV

Name: REYNALDO N. DE OCAMPO					Section: Administrative Unit			
Position: UTILITY WORKER I					Division: Management Services Division			
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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily
			✓		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily
			✓		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								
	SKELETAL WORKFORCE (MARCH 29-31, 2021)							

Signature of the Employee:  REYNALDO N. DE OCAMPO
Date Accomplished: _____

Verified by the Immediate Supervisor:


BUENA P. FLORIDA
Administrative Officer IV

Name: REYNALDO N. DE OCAMPO					Section: Administrative Unit			
Position: UTILITY WORKER I					Division: Management Services Division			
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
	✓		✓		IPCR	Prepare IPCR Commitment for 2021	Prepared IPCR Commitment for 2021 submitted to Chief Admin. and Finance for signature	1 day
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily
			✓		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily
			✓		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)		SKELETAL WORKFORCE (April 5-23, 2021)						

Signature of the Employee:  **REYNALDO N. DE OCAMPO**


Date Accomplished: _____

Verified by the Immediate Supervisor:

 **BUENA P. FLORIDA**

Administrative Officer IV


Name: REYNALDO N. DE OCAMPO					Section: Administrative Unit			
Position: UTILITY WORKER I					Division: Management Services Division			
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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily
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C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee:  REYNALDO N. DE OCAMPO
Date Accomplished: _____

Verified by the Immediate Supervisor:

 BUENA P. FLORIDA
In, Charge Administrative Unit

Name: REYNALDO N. DE OCAMPO					Section: Administrative Unit			
Position: UTILITY WORKER I					Division: Management Services Division			
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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily
			✓		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily
			✓		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee:  REYNALDO N. DE OCAMPO
Date Accomplished: _____

Verified by the Immediate Supervisor:


BUENA P. FLORIDA
Administrative Officer IV