

B. Individual Performance Commitment and Review Form

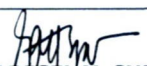

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, NELSON S. SIKAT, of DENR PENRO Calapan City, Oriental Mindoro, Division of Management Services Division/ General Services Unit, to 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.

NELSON S. SIKAT



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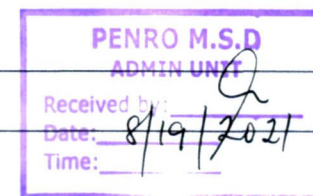
Date:

Reviewed by:	Date	Approved by:	Date
 MARICEL V. SUPLEO Chief, Administrative and Finance Section		 NESTOR N. CUASAY In-charge, Management Services Division	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Implementation of Good Governance conditions	One (1) Statement of Assets, Liabilities and Networth (SALN) prepared and submitted to In-charge, Personnel Unit on February 28, 2021	One (1) Statement of Assets, Liabilities and Networth (SALN) prepared and submitted to In-charge, Personnel Unit on January 5, 2021		4.00	5.00	4.500	
	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Section on prescribed period	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Section on April 16, 2021		4.00	5.00	4.500	
Registration of Government Vehicles and Inventory	12 government vehicles insured, registered and inventoried at the end of December 2021 and to be accomplished every end of the month						To be rated on 2nd Semester -8 government vehicles insured and registered as of June 2021
Assist in Field validation/inspection of Property, Plant and Equipment	One (1) Inventory of PPE conducted with report submitted to (PENRO and 2 CENROs) with 100% accuracy with report submitted by December 2021	One (1) Inventory of PPE conducted with report submitted to (PENRO and 2 CENROs) with 100% accuracy with report submitted on January 22, 2021		5.00	5.00	5.000	
Supplies and Equipment Canvass	100% referred supplies and equipment canvassed and submitted to the Bids and Awards Committee (BAC)	100% referred supplies and equipment canvassed and submitted to the Bids and Awards Committee (BAC) before the scheduled opening of Bids/Quotation		5.00	5.00	5.000	
PENRO PPMP	PENRO PPMP prepared and submitted before March 15, 2021	Assist in the preparation of PENRO PPMP and submitted before March 10, 2021		4.00	5.00	4.500	
Actions on Documents/ Requests	100% of referred documents acted upon with partial/minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt	100% of referred documents acted upon with partial/minor revision need within 5 working days for simple documents upon receipt		4.00	4.00	4.000	
Total Overall Rating			0.000	26.000	29.000	27.500	
Final Average Rating			0.000	4.333	4.833	4.583	
Adjectival Rating			VERY SATISFACTORY				




PENRO M.S.D
ADMIN UNIT

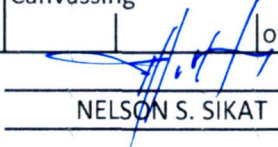
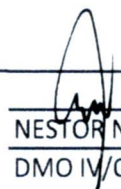
Received by: 
Date: 8/19/2021
Time: 



Comments and Recommendations for Development Purposes

Always willing to help co-employees and maintain good working relationships with co-employees.

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 NELSON S. SIKAT Administrative Assistant III (COII)	8/18/2021	I certify that I discussed my assessment of the performance with the employee.  NESTOR N. CUASAY In-charge, Mgt. Services Division	8/23/2021	 MARY JUNE F. MAYPA PENR Officer	8/23/2021

Name: NELSON S. SIKAT					Section: Administrative Section			
Position: Admin. Assistant II					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 2021								
A. TARGET-RELATED	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
			January 4-5, 2021		Preparation and submission of SALN	Preparation and submission of SALN	SALN prepared and submitted to Personnel Unit	2 days
					Assist in the preparation of official vehicles for registration	Assist in the preparation of official vehicles subject for insurance and registration.	Assisted in the preparation of official vehicles subject for insurance and registration	3 days
					documentation of PPE	inspection and documentation of PPEs booked at Regl. Office	Report of the status of PPE booked at the Regl Office submitted	5 days
					premium application	consolidation of vehicles for registration	documents for the insurance/premium application prepared	5 days
		Indorsement of Memos			encode and indorse Memos to Regl Office	Memos indorsed to Regional Office and CENROs	Memorandum forwarded to Regional Office and CENROs	daily
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
Signature of the employee		 NELSON S. SIKAT			Verified by the Immediate supervisor :		 NESTOR N. CUASAY DMO IV/Chief, MSD	
Date Accomplished								

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant II	Division: Management Services Division

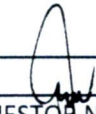
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(Indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			BAC Minutes		BAC Minutes	prepare and submit Minutes of the BAC meetings (all BAC proceedings)	prepared and submitted BAC meetings Minutes of all BAC proceedings	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Report on Bldg Maint		Memorandum prepared	Memorandum on the building repair and maintenance	Prepared report and and Indorsement on the repair and maintenance of Office Buildings	1 day
			Registration		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			PAR Report		Property Acknowledgement Receipt	PAR report prepared and signed and forwarded to R.O.	PAR report prepared and indorsed to Regional Office	1 day
			Documentation		Action on referred documents	Action on referred documents	Referred documents acted and submitted to MSD	5 days

Signature of the employee
Date Accomplished


NELSON S. SIKAT

Verified by the Immediate supervisor :


NESTOR N. CUASAY
DMO IW Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant II	Division: Management Services Division


MONTHLY ACCOMPLISHMENT MONITORING FORM for: March 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memoranda		Memoranda	Memoranda prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Registration		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			Assist in PPMP preparation		Assist in PPMP preparation	Assist in PPMP preparation	Assisted in PPMP preparation and submitted to MSD	2 days

Signature of the employee
Date Accomplished


NELSON S. SIKAT

Verified by the Immediate supervisor :


NESTOR N. CUASAY
 DMO IV/Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant II	Division: Management Services Division

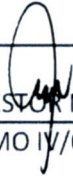
MONTHLY ACCOMPLISHMENT MONITORING FORM for: April 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(Indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Referred Memo-randa		Memoranda	Memoranda preparation	Referred Memoranda prepared and submitted to MSD	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			Training webinar	RSO 255-21	Webinar on Internal Audit Engagement	Webinar on Internal Audit Engagement	Attended the webinar on Internal Audit Engagement	1 day
			IPCR Commit-ment		Preparation of IPCR Commitment	Preparation of IPCR Commitment	IPCR Commitment prepared and submitted to MSD	2 days
			BAC docu ments		Post qualifications	Assist in the preparation of Minutes for Post- Qualification Report	Assisted in the preparation of Minutes for Post- Qualification Report	5 days

Signature of the employee
Date Accomplished


NELSON S. SIKAT

Verified by the Immediate supervisor :


NESTOR N. CUASAY
DMO IV/Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant II	Division: Management Services Division


MONTHLY ACCOMPLISHMENT MONITORING FORM for: May 2021

	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
A. TARGET-RELATED ACTIVITIES			Memo-randa		Referred Memoranda	Action on referred Memoranda	Referred Memoranda prepared and submitted to MSD	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
				Travel	submission of report	submission of report and get supplies of Enforcement	Submitted report and deliveries of supplies for the Enforcement Unit with corresponding Inventory Custodian Slip duly signed	3 days

Signature of the employee
Date Accomplished


NELSON S. SIKAT

Verified by the Immediate supervisor :


NESTOR N. CUASAY
DMO V/Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant II	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: June 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memo-randa		Memoranda	Memoranda and Special Orders	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			Training Reports		reports	indorsement of Trainings attended by employees	prepared 3 indorsement of the submitted Training reports of employees	5 days
			Memo-randa		Memoranda and Special Orders	Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
				Travel	processing of document for disposal	to process documents on the disposal of unserviceable equipments of CENRO-Roxas	processed documents needed for the disposal of equipments at CENRO-Roxas	3 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
				Travel	inventory of PPE	conduct of inventory of PPE	Conducted inventory of PPE at CENRO-Socorro	2 days
				Travel	inventory of PPE	conduct of inventory of PPE	Conducted inventory of PPE at CENRO-Roxas and CENRO-Roxas	2 days

Signature of the employee
Date Accomplished

NELSON S. SIKAT

Verified by the Immediate supervisor :

NESTOR N. CUASAY
DMO IM/Chief, MSD