



B. Individual Performance Commitment and Review Form



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARITES B. LANDICHO, Credit Officer I** of the **DENR, CENRO Roxas, Or. Mindoro, Planning and Support Unit** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June, 2021


MARITES B. LANDICHO
 Ratee

Date:

Reviewed by: 		Date		Approved by: 		Date	
ALMA E. GIBE OIC-CENRO				ALMA E. GIBE OIC-CENRO			
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
Budget Utilization Rate	100% of allotment under General Administration and Support Services utilized (All billing documents submitted to PENRO) by December 10, 2021						
	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period	One (1) Project Procurement Management Plan-Non-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period with 100% accuracy	3.000	4.500	5.000	4.167	
	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period	One (1) Project Procurement Management Plan-CSE (PPMP) submitted to CENRO following the prescribe format on the prescribed period with 100% accuracy	3.000	4.500	5.000	4.167	
	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021 with 100% accuracy	3.000	4.500	3.000	3.500	
	100% SALN reviewed and submitted to CENRO based on Section 8 of RA 6713 on February 25, 2021	100% SALN reviewed and submitted to CENRO based on Section 8 of RA 6713 on February 10, 2021	3.000	4.500	5.000	4.167	
	One (1) IPCR (commitment based on approved OPCR submitted to Admin Section on prescribed period	One (1) IPCR (commitment based on approved OPCR submitted to Admin Section on prescribed period with 100% accuracy	3.000	4.500	3.000	3.500	
	100% IPCR (commitment based on approved OPCR reviewed and submitted to CENRO Section on prescribed period	100% IPCR (commitment based on approved OPCR reviewed and submitted to CENRO Section on prescribed period	3.000	4.500	3.000	3.500	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Actions on Documents/Requests	100% of documents acted upon - simple documents - 7 working days upon receipt of office - complex documents - 15 working days upon receipt of office	100% of documents acted upon - simple documents - 7 working days upon receipt of office - complex documents - 15 working days upon receipt of office	5.000	5.000	5.000	5.000	
SUPPORT TO OPERATION							
	2 Reports on the conduct of Environmental Special Events Reviewed and submit to CENRO	2 Environmental events conducted reviewed and submitted to CENRO	3.000	5.000	5.000	4.333	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month	6 Monthly accomplishment reports based on targets compliant to prescribed format submitted to CENRO Planning every 20th day of the month	3.000	5.000	5.000	4.333	
NATURAL RESOURCES AND REGULATORY PROGRAM							
Revenue Collection on ENR Programs	100,000.00 Revenue collected and deposited to BTr with monthly report of collection submitted every 3rd day of the following month	39,619.42.00 Revenue collected and deposited to BTr with monthly report of collection submitted every 3rd day of the following month		5.000	5.000	5.000	
OTHER CROSS CUTTING INDICATORS							
	Assisted in the filling up of CSS forms and submitted to CSS Focal Person for encoding						2nd Semester
	Ensured 100% of External Clients served within the standard set in the Citizens Charter						2nd Semester
	Ensured the 100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by 3rd week of December 2021						2nd Semester
Total Over all Rating			29.000	47.000	44.000	41.667	
Final Average Rating			3.222	4.700	4.400	4.167	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes							
With very satisfactory job performance as In-charge Admin & Credit Officer.							
Discussed with	Date	Assessed by:	Date	Final Rating by:			Date
MARITES B. LANDICHO Employee	8/18/2021	I certify that I discussed my assessment of the performance with the employee  ALMA E. GIBE OIC-CENRO	8/19/2021	 ALMA E. GIBE OIC-CENRO			8/19/2021

Name: MARITES B. LANDICHO					Section: Planning and Support Section			
Position: Credit Officer I/In-Charge, Admin. Unit					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	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 of Collection preparation, submission and filing	Collected and remitted revenue collection for the month and submitted report to PENRO/Auditor in the total amount of P11,894.99	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Monthly Report of Collection and Deposits	Preparation and Submission of MRCD to Bureau of Treasury	Prepared and submitted MRCD to Bureau of Treasury thru email	1 day
			√		email	any email receive for action or for information	Constant checking of email of any documents that needed report, action or for information purposes only	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					Daily Time Record	Issuance of Biometrics-generated Daily Time Record	Checked, verified and submitted Daily Time Record of 59 personnel	every first week of the month

Verified by the Immediate Supervisor:

Signature of the Employee: _____

Date Accomplished: _____


ALMA E. GIBE
 OIC-CENRO

Name: MARITES B. LANDICHO					Section: Planning and Support Section			
Position: Credit Officer I/In-Charge, Admin. Unit					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
			√		Revenue Collection	Report of Collection preparation, submission and filing	Collected and remitted revenue collection for the month and submitted report to PENRO/Auditor in the total amount of P24,123.82	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Monthly Report of Collection and Deposits	Preparation and Submission of MRCD to Bureau of Treasury	Prepared and submitted MRCD to Bureau of Treasury thru email	1 day
			√		email	any email receive for action or for information	Constant checking of email of any documents that needed report, action or for information purposes only	daily
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Date Accomplished: _____


ALMA E. GIBE
OIC-CENRO

Name: MARITES B. LANDICHO					Section: Planning and Support Section			
Position: Credit Officer I/In-Charge, Admin. Unit					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
			√		Revenue Collection	Report of Collection preparation, submission and filing	Collected and remitted revenue collection for the month and submitted report to PENRO/Auditor in the total amount of P7,105.42	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Monthly Report of Collection and Deposits	Preparation and Submission of MRCD to Bureau of Treasury	Prepared and submitted MRCD to Bureau of Treasury thru email	1 day
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Signature of the Employee: _____
Date Accomplished: _____

Verified by the Immediate Supervisor:


ALMA E. GIBE
OIC-CENRO

Name: MARITES B. LANDICHO					Section: Planning and Support Section			
Position: Credit Officer I/In-Charge, Admin. Unit					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
			√		Revenue Collection	Report of Collection preparation, submission and filing	Collected and remitted revenue collection for the month and submitted report to PENRO/Auditor in the total amount of P4,660.00	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Monthly Report of Collection and Deposits	Preparation and Submission of MRCD to Bureau of Treasury	Prepared and submitted MRCD to Bureau of Treasury thru email	1 day
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Verified by the Immediate Supervisor:


ALMA E. GIBE
OIC-CENRO

Signature of the Employee: 
Date Accomplished: _____

Name: MARITES B. LANDICHO					Section: Planning and Support Section			
Position: Credit Officer I/In-Charge, Admin. Unit					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
			√		Revenue Collection	Report of Collection preparation, submission and filing	Collected and remitted revenue collection for the month and submitted report to PENRO/Auditor in the total amount of P17,654.56	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Monthly Report of Collection and Deposits	Preparation and Submission of MRCD to Bureau of Treasury	Prepared and submitted MRCD to Bureau of Treasury thru email	1 day
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Signature of the Employee: 
Date Accomplished: _____

Verified by the Immediate Supervisor:


ALMA E. GIBE
OIC-CENRO

Name: MARITES B. LANDICHO					Section: Planning and Support Section			
Position: Credit Officer I/In-Charge, Admin. Unit					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
			√		Revenue Collection	Report of Collection preparation, submission and filing	Collected and remitted revenue collection for the month and submitted report to PENRO/Auditor in the total amount of P7,421.17	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Monthly Report of Collection and Deposits	Preparation and Submission of MRCD to Bureau of Treasury	Prepared and submitted MRCD to Bureau of Treasury thru email	1 day
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ALMA E. GIBE

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Signature of the Employee: 

Date Accomplished: _____