## B. Individual Performance Commitment and Review Form

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, <u>VENICE ANGELA D. VIROS</u>, <u>ADMINISTRATIVE OFFICER I (RECORDS OFFICER)</u> of the <u>DENR- CENRO ROXAS ORIENTAL MINDORO</u>, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to June 2021</u>.

VENICE ANGELA D. VIROS Ratee

Date:

Reviewed by:	Date	Approved by:	Date	
ARABELLE JOYN, JAMAYOSA		ALMA E. GIBE		
Immediate Šupervisor		DMO V/OIC-CENRO		

Output	Success Indicators ( targets+measures )	Actual Accomplishments		Remarks			
			Q1	E2	Т3	A4	
General Administration and Support Implementation of Good Governance	100% submission of SALN to Regional Office on February 2021 with 100% accuracy	100% submission of SALN to Regional Office on February 2021 with 100% accuracy		5	3	4	
Preparation and submission of IPCR and OPCR	One (1) IPCR (commitment) based on approved OPCR submitted to Admin Section for January to December 2021 with 100% accuracy	One (1) IPCR (commitment) based on approved OPCR submitted to Admin Section for January to December 2021 with 100% accuracy		5	3	4	
Actions on Documents/Requests	-local (inter-agency) – 7 days after attendance -foreign meetings – 30 days after attendance 100% of referred documents acted upon 7 working days for simple documents and 15 days for complex documents with 100% accuracy	-local (inter-agency) – 7 days after attendance -foreign meetings – 30 days after attendance 100% of referred documents acted upon 7 working days for simple documents and 15 days for complex documents with 100% accuracy		5	5	5	

VENICE ANGELA D. VIROS Employee	8 18 2021	I certify that I discussed my asses performance with the emp  ARABELLE JOY V. TAMAYO  Credit Officer I/In-charge, Admin	oloyee / OSA	8/19/2021	ALMA E	117 GIBE	Q	19/2021
Discussed with	Date	Assessed by:		Date	Final Ra	ting by:		Date
Need toainings		Zeneral Records Mo	anageny.					
Comments and Recommendations	for Developm	nent Purposes						
Adjectival Rating								
Final Average Rating					5	3.666	4.333	
Total Overall Rating					1	5 11	13	
	Freed the up require	compliance of the four (4) updated om of Information (FOI) requirements to dated Freedom of Information (FOI) ements based on PCOO requirements week of December 2021						2 <sup>nd</sup> semeste target
Other Cross-cutting Indicator	applic	carpeta for residential free patent ations transmitted to PENRO with accuracy	free patent a	PENRO with				Compliant
	registe	of Residential Free Patent Application er, allocate, index and assign ation number within 3 hours with 100% acy	allocate, inde	idential Free cation register, ex and assign umber within 3 00% accuracy				Compliant
Land Survey, Disposition and Records Management	reque	records (lot status) verified upon st of clients within 30 minutes with accuracy		s (lot status) request of clients outes with 100%				Compliant
latural Resources Conservation and Development Program								

VENICE ANGELA D. VIROS Name: Section: Administrative Unit Administrative Officer I (Records Officer) Division: Position: MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 2021 Type Nature Details of the Activity Other Field Type of Document\*/ regular Office **PBB** Work Activity (indicate date Action Taken (indicate the Time targets Subject/Activity/Event Related Work (indicate and time the document status of the document activity) Consumed based on TO #) received) WFP submit the Daily Time submit the Daily Time Record DTR Record to Administrative 1 day to Administrative Section Section for December 2020 submit the Individual submitted the Individual Individual Performance Performance Commitment Performance Commitment Commitment and and Review (IPCR) based on and Review (IPCR) based on 1 day approved SPMS guidelines to Review approved SPMS guidelines to Administrative Section Administrative Section records certification requested certified records requested by records certification daily A. TARGETby clients clients RELATED **ACTIVITIES** received, acted and prepared memoranda lmemoranda daily reply for referred memoranda managed and maintained records records daily records Transmitted 32 Agricultural Agricultural Free Transmit Agricultural Free Free Patent Application to 1 day Patent Application Patent Applications PENRO on January 11, 2021

Name: VENICE	ANGEL	A D. VIR	OS			Section: Administrative Uni	t				
Position: Admini	istrative (	Officer I (	Records	Officer)		Division:					
		MO	NTHL	Y ACCON	MPLISHMENT MONI	TORING FORM for: Januar	ry 2021				
	Ту	ype	N	ature		Details of the Activity					
			✓		Residential Free Patent Applications	Transmit Residential Free Patent Applications	Transmitted 10 Residential Free Patent Applications to PENRO on January 11, 2021	1 day			
			<b>√</b>		Residential Free Patent Applications	Receive, Verify, Post and Index Residential Free Patent Applications	Received, Verified, Posted and Indexed 13 Residential Free Patent Applications	10 days			
A. TARGET- RELATED ACTIVITIES			1		letter-request	receive, act and prepare reply for referred letter-request	received, acted and prepared reply for referred letter-request	daily			
B. MISCELLANE ACTIVITIES (othe to the Division or Offi targets)	r activities										
C. OTHER FUNG	TELONIC	ANID				Leave	January 4-8, 2021	5 days			
C. OTHER FUNC						New Year's Day	January 1, 2021	1 day			
DUTIES (other activities not related to the Division but of other designations,					Office Disinfection	January 2022, 2021					
functions and concurr	ent capaci	ities)									

Signature of the Employee:		Verified by the Immediate	
organization of the Employee.	Samo	Supervisor:	pland-
			MARITES B. LANDICHO
Date Accomplished:	January 29, 2021		•

Name: VENICI	E ANGEI	A D. VIR	OS			Section: Administrative Unit		
Position: Admir	nistrative	Officer I	Record			Division:		
					ILY ACCOMPLISHME	NT MONITORING FORM for: Febr		
	T	ype	N	ature		Details of the	Activity	
	PBB Related	targets		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
			1		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for January 2021	1 day
			1		records certification	records certification requested by clients	certified records requested by clients	daily
			1		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily
			1		records	records	managed and maintained records	daily
			1		letter-request	receive, act and prepare reply for referred letter-request	received, acted and prepared reply for referred letter-request	daily
B. MISCELLAN ACTIVITIES (oth to the Division or Of targets)	er activitie							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)		Holiday		Chinese New Year and EDSA People Power Revolution Anniversary	February 12 and 25, 2021	2 days		
	Signature of the Employee:  Date Accomplished: February 24, 2021					Verified by the Immediate Supervisor:	MARITES B. LANDIC	но

	E ANGEL		_			Section: Administrative Unit					
Position: Admi	nistrative	Officer I (	Record			Division:					
					HLY ACCOMPLISHMENT M	IONITORING FORM for: March 2					
	T	ype	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			
			1		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for February 2021	1 day			
			1		records certification	records certification requested by clients	certified records requested by clients	daily			
A. TARGET- RELATED			1		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily			
ACTIVITIES			1		records	records	managed and maintained records	daily			
ACTIVITIES			1		Residential Free Patent Applications	Transmit Residential Free Patent Applications	Transmitted 4 Residential Free Patent Application to PENRO on March 23, 2021	1 day			
			1		Residential Free Patent Applications	Receive, Verify, Post and Index Residential Free Patent Applications	Received, Verified, Posted and Indexed 7 Residential Free Patent Applications	2 days			
			1		Certification from Records	Prepare certification from records as to be attached to the residential free patent applications	Prepared 7 certification from records as to be attached to the residential free patent application	1 day			
			1		letter-request	receive, act and prepare reply for referred letter-request	received, acted and prepared reply for referred letter-request	daily			
B. MISCELLAN ACTIVITIES (ot to the Division or C targets)	her activitie										
C. OTHER FUN	CTIONS	AND				Leave	March 15-19, 2021				
<b>DUTIES</b> (other act the Division but of	PUTIES (other activities not related to be Division but of other designations, and concurrent capacities)				Office Disinfection	March 29-31, 2021					
Signature of the E	mployee:		Sdw	·	•	Verified by the Immediate Supervisor:	MARITES B. LANDICHO				

Date Accomplished:

march 31, 2021

Name: VENICE	ANGEL	A D. VIR	OS			Section: Administrative U	Jnit			
Position: Admin	istrative	Officer I (				Division:				
					COMPLISHMENT N	MONITORING FORM for: April 2021				
	T	ype	N	ature		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		
			1		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for March 2021	1 day		
A. TARGET- RELATED			<b>√</b>		records certification	records certification requested by clients	certified records requested by clients	daily		
ACTIVITIES			<b>√</b>		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily		
			1		records	records	managed and maintained records	daily		
			1		Residential Free Patent Applications	Transmit Residential Free Patent Applications	Transmitted 5 Residential Free Patent Applications to PENRO on April 2021	2 days		
			1		Residential Free Patent Applications	Receive, Verify, Post and Index Residential Free Patent Applications	Received, Verified, Posted and Indexed 25 Residential Free Patent Applications	2 days		

A. TARGET- RELATED ACTIVITIES			1	1	Certification from Records	tine residential tree parent	Prepared 25 certification from records as to be attached to the residential free patent applications	2 days
			✓		letter-request	receive, act and prepare reply for referred letter- request	received, acted and prepared reply for referred letter-request	daily
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)				Holiday	Maundy Thursday, Good Friday and Araw ng Kagitingan	April 1-2 and 9, 2021	3 days	

Signature of the Employee:		Verified by the Immediate	
organizate of the Employee.	Sam	Supervisor:	plant.
	$\mathcal{O}$	Ŋ	MARITES B. L'ANDICHO
Date Accomplished:	April 30, 2021		

		A D. VIR	_			Section: Administrative Unit				
Position: Admin	istrative	Officer I (				Division:				
			N	10NTHL	Y ACCOMPLISHME	NT MONITORING FORM for: May 2	2021			
	T	ype	N	ature		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		
			1		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for April 2021	1 day		
, manger			1		records certification	records certification requested by clients	certified records requested by clients	daily		
A. TARGET- RELATED ACTIVITIES			✓		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily		
			1		records	records	managed and maintained records	daily		
			<b>√</b>		letter-request	receive, act and prepare reply for referred letter-request	received, acted and prepared reply for referred letter-request	daily		
			<b>√</b>		records	Receive and encode in Document Tracking System the documents	Received and encoded in Document Tracking System the documents	daily		
			1		TECOTOS	Transmit document to PENRO Calapan City	Transmitted document to PENRO Calapan City	daily		
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)										
					Holiday	Eid'l Fit'r	May 13, 2021	1 day		
C. OTHER FUNC					Leave			2 days		
the Division but of oth	DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)									

Signature of the Employee:

Some

Verified by the Immediate Supervisor:

MARITES B. LANDICHO

Date Accomplished:

may 27, 2021

Name: VENICI	E ANGEL	A D. VIR	OS	• (*		Section: Administrative Unit						
Position: Admir	nistrative (	Officer I (I	Records	Officer)		Division:						
			_		CCOMPLISHMENT M	ONITORING FORM for: Ju	ne 2021					
	T	ype	N	ature		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				
			•		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for May 2021	l day				
A. TARGET- RELATED			1		records certification	records certification requested by clients	certified records requested by clients	daily				
ACTIVITIES			1		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily				
			1		records	records	managed and maintained records	daily				
			<b>√</b>		records	Receive and encode in Document Tracking System the documents	Received and encoded in Document Tracking System the documents	daily				
			<b>✓</b>		records	Transmit document to PENRO Calapan City	Transmitted document to PENRO Calapan City	daily				
			1		letter-request	receive, act and prepare reply for referred letter-request	received, acted and prepared reply for referred letter-request	daily				
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)  C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)												
				Leave	Leave	June 1-4, 2021	4 days					
Signature of the Er	mployee:		1	N		Verified by the Immediate	.0.0~					

Supervisor

MARITES B. LANDICHO

Date Accomplished:

June 30, 2021