

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, VENICE ANGELA D. VIROS, ADMINISTRATIVE OFFICER I (RECORDS OFFICER) of the DENR- CENRO ROXAS 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.

Signature
VENICE ANGELA D. VIROS
 Ratee
 Date: _____

Reviewed by:	Date	Approved by:	Date
<i>Signature</i> ARABELLE JOY V. TAMAYOSA Immediate Supervisor		<i>Signature</i> ALMA E. GIBE DMO V/OIC-CENRO	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	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	

IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average

Natural Resources Conservation and Development Program						
Land Survey, Disposition and Records Management	<ul style="list-style-type: none"> 100% records (lot status) verified upon request of clients within 30 minutes with 100% accuracy 100% of Residential Free Patent Application register, allocate, index and assign application number within 3 hours with 100% accuracy 	<ul style="list-style-type: none"> 100% records (lot status) verified upon request of clients within 30 minutes with 100% accuracy 100% of Residential Free Patent Application register, allocate, index and assign application number within 3 hours with 100% accuracy 				Compliant
Other Cross-cutting Indicator	<ul style="list-style-type: none"> 100 % carpeta for residential free patent applications transmitted to PENRO with 100% accuracy 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 	<ul style="list-style-type: none"> 100 % carpeta for residential free patent applications transmitted to PENRO with 100% accuracy 				Compliant
Total Overall Rating				15	11	13
Final Average Rating				5	3.666	4.333
Adjectival Rating						
Comments and Recommendations for Development Purposes						
Need trainings on General Records Management.						
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date	
VENICE ANGELA D. VIROS Employee	8/18/2021	I certify that I discussed my assessment of the performance with the employee ARABELLE JOY V. TAMAYOSA Credit Officer I/In-charge, Administrative Unit	8/19/2021	ALMA E. GIBE DMO V/OIC-CENRO	8/19/2021	

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					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)	Time Consumed
			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for December 2020	1 day
			✓		Individual Performance Commitment and Review	submit the Individual Performance Commitment and Review (IPCR) based on approved SPMS guidelines to Administrative Section	submitted the Individual Performance Commitment and Review (IPCR) based on approved SPMS guidelines to Administrative Section	1 day
			✓		records certification	records certification requested by clients	certified records requested by clients	daily
			✓		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily
			✓		records	records	managed and maintained records	daily
			✓		Agricultural Free Patent Application	Transmit Agricultural Free Patent Applications	Transmitted 32 Agricultural Free Patent Application to PENRO on January 11, 2021	1 day

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit		
Position: Administrative Officer I (Records Officer)					Division:		
MONTHLY ACCOMPLISHMENT MONITORING FORM for: January 2021							
A. TARGET-RELATED ACTIVITIES	Type		Nature		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
			✓		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
			✓		letter-request	receive, act and prepare reply for referred letter-request	received, acted and prepared reply for referred letter-request daily
B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>							
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but of other designations, functions and concurrent capacities)</i>						Leave	January 4-8, 2021 5 days
						New Year's Day	January 1, 2021 1 day
						Office Disinfection	January 20--22, 2021

Signature of the Employee:



Verified by the Immediate Supervisor:


MARITES B. LANDICHO

Date Accomplished:

January 29, 2021

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: February 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			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for January 2021	1 day
			✓		records certification	records certification requested by clients	certified records requested by clients	daily
			✓		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily
			✓		records	records	managed and maintained records	daily
			✓		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)					Holiday	Chinese New Year and EDSA People Power Revolution Anniversary	February 12 and 25, 2021	2 days

Signature of the Employee: 

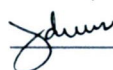
Verified by the Immediate Supervisor: 

MARITES B. LANDICHO

Date Accomplished: February 26, 2021

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					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
			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for February 2021	1 day
			✓		records certification	records certification requested by clients	certified records requested by clients	daily
			✓		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily
			✓		records	records	managed and maintained records	daily
			✓		Residential Free Patent Applications	Transmit Residential Free Patent Applications	Transmitted 4 Residential Free Patent Application to PENRO on March 23, 2021	1 day
			✓		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
			✓		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
			✓		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	March 15-19, 2021		
					Office Disinfection	March 29-31, 2021		

Signature of the Employee:



Verified by the Immediate Supervisor:


MARITES B. LANDICHO

Date Accomplished:

march 31, 2021

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					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
			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for March 2021	1 day
			✓		records certification	records certification requested by clients	certified records requested by clients	daily
			✓		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily
			✓		records	records	managed and maintained records	daily
			✓		Residential Free Patent Applications	Transmit Residential Free Patent Applications	Transmitted 5 Residential Free Patent Applications to PENRO on April 2021	2 days
			✓		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			✓		Certification from Records	Prepare certification from records as to be attached to the residential free patent applications	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. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>								
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but of other designations, functions and concurrent capacities)</i>					Holiday	Maundy Thursday, Good Friday and Araw ng Kagitingan	April 1-2 and 9, 2021	3 days

Signature of the Employee:

J. de la Cruz

Verified by the Immediate Supervisor:

Marites B. Landicho
MARITES B. LANDICHO

Date Accomplished:

April 30, 2021

Name: VENICE ANGELA D. VIROS				Section: Administrative Unit				
Position: Administrative Officer I (Records Officer)				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			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for April 2021	1 day
			✓		records certification	records certification requested by clients	certified records requested by clients	daily
			✓		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily
			✓		records	records	managed and maintained records	daily
			✓		letter-request	receive, act and prepare reply for referred letter-request	received, acted and prepared reply for referred letter-request	daily
			✓		records	Receive and encode in Document Tracking System the documents	Received and encoded in Document Tracking System the documents	daily
			✓		records	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)							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)				Holiday	Eid'l Fit'r	May 13, 2021	1 day	
				Leave	Leave	May 28 and 31, 2021	2 days	

Signature of the Employee:



Verified by the Immediate Supervisor:


MARITES B. LANDICHO

Date Accomplished:

May 27, 2021

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					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
			✓		DTR	submit the Daily Time Record to Administrative Section	submit the Daily Time Record to Administrative Section for May 2021	1 day
			✓		records certification	records certification requested by clients	certified records requested by clients	daily
			✓		memoranda	memoranda	received, acted and prepared reply for referred memoranda	daily
			✓		records	records	managed and maintained records	daily
			✓		records	Receive and encode in Document Tracking System the documents	Received and encoded in Document Tracking System the documents	daily
			✓		records	Transmit document to PENRO Calapan City	Transmitted document to PENRO Calapan City	daily
			✓		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 Employee:



Verified by the Immediate Supervisor:


MARITES B. LANDICHO

Date Accomplished:

June 30, 2021