

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Felisa R. Ariola, of the Administrative Section, DENR-PENRO Boac, Marinduque, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period April to December 2021.

Felisa R. Ariola
FELISA R. ARIOLA
 Administrative Aide VI
 (Ratee)
 Date: April 13, 2021

Reviewed by	Date	Approved by	Date		
<i>Eden P. Palacios</i> EDEN P. PALACIOS Administrative Officer IV	April 13, 2021	<i>Gemma P. Delos Reyes</i> GEMMA P. DELOS REYES Officer-In-Charge, Management Services Division	April 13, 2021		
			5.0 Outstanding 4.0 - 4.99 Very Satisfactory 3.0 - 2.99 Satisfactory 2.0 - 2.99 Unsatisfactory 1.0 - 1.99 Poor		
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating	Remarks	
			Q ¹ E ² T ³ A ⁴		
GENERAL ADMINISTRATION AND SUPPORT					
Implementation of Good Governance Condition	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on February 28, 2021				Scope of Coverage: 2020 SALN MOVs: CSC Memorandum 40-1998 Dimensions to Measure: Quality & Timeliness
	100% IPCR Commitment based on the approved DPCR submitted to PENRO Personnel Unit by end of April 2021				Scope of Coverage: CY 2021 MOVs: receiving copy of IPCR Dimensions to Measure: Quality & Timeliness
Records Management and Documentation	incoming documents received, recorded and released within 10 minutes per document upon receipt in properly labeled and organized logbook with 80% accuracy.				Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness
	1000 outgoing documents signed by the action officer & forwarded to Record Officer for released within 13 minutes per documents with 96% accuracy				Scope of Coverage: 100% of the received documents MOVs: Based on Logbook and approved documents Dimensions to Measure: Quality & Timeliness

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
	Distribute/receive referrals documents to the concerned personnel within 10 minutes with 95% accuracy						Scope of Coverage: 100% of the received documents MOVs: Based on Logbook and approved documents Dimensions to Measure: Quality & Timeliness
Final Average Rating:							
Comments and Recommendations for Development Purposes							
Category		Output	Rating				
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Discussed with	Date	Assessed by	Date	Final Rating		Date	
		I certify that I discussed my assessment of the performance with the employee.					
FELISA R. ARIOLA Administrative Aide VI		GEMMA P. DELOS REYES Officer-In-Charge, Mgt. Services Div.		IMELDA M. DIAZ OIC, PENR Officer			

Note:

*** Qualifying Indicators

** Ranking Indicators

* Other Indicators (Tie Breaker)