

# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, **MARICEL C. DONATO**, **Forest Technician II of Conservation and Development Section**, DENR - PENRO 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 from January to December, 2021.

*maricel donato*  
**MARICEL C. DONATO**

Forest Technician II

Date

April 21, 2021

<b>Reviewed by:</b>		<b>Date</b>	<b>Approved by :</b>					
<i>mbundoc</i> <b>ALETH C. BUNDOC</b>		<b>Apr.21, 2021</b>	<i>Cynthia U. Lozano</i> <b>Engr. CYNTHIA U. LOZANO</b>		<b>Apr.21, 2021</b>			
CDOII/Chief,CDS			Chief, Technical Services Division					
Output	SUCCESS INDICATORS (TARGET + MEASURES)	Actual Accomplishments	Rating				Remarks	
			Q1	E2	T3	A4		
<b>Administration and Support</b>								
Implementation of Good Governance	100% submitted of SALN to the Personnel Unit/Admin Section on January 15, 2021						Scope of coverage: 2020 SALN MOVs CSC: Memo-40-1998 Dimensions to Measure: Quality & Timeliness	
Submission of IPCR	100% submitted of IPCR for CY 2021 based on approved SPMS Guidelines submitted to the MSD/Admin.						Scope of coverage: 2021 MOVs CSC: receiving copy of IPCR to the Admin. Section Dimensions to Measure: Quality & Timeliness	
<b>OTHERS:</b>								
1. Assists clients/customers of the office for the months from January to December, 2021	Clients/customers assisted and directed to proper sections and authorities (ANA)							
2. Encoding the Clients Satisfaction Survey (CSS)	Encoded Clients Satisfaction Survey							
<b>Final Average Rating</b>								
<b>Adjectival Rating</b>								
<b>Discussed with</b>	<b>Date</b>	<b>Assessed by</b>	<b>Date</b>	<b>Final Rating by</b>		<b>Date</b>		
<b>MARICEL C. DONATO</b> Forest Technician II		I certify that I discussed my assessment of the performance with the employee  <b>Engr. CYNTHIA U. LOZANO</b> Chief, Technical Services Division		<b>IMELDA M. DIAZ</b> OIC, PENR Officer				