



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MA. VICTORIA G. NIEVA**, Office of the PENRO, 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 December 2021.


MA. VICTORIA G. NIEVA
Ratee

Date:

Reviewed by:	Date	Approved by:	Date
 IMELDA M. DIAZ <i>OIC-PENR Officer</i>		 IMELDA M. DIAZ <i>OIC-PENR Officer</i>	

5.0	Outstanding
4.0 - 4.99	Very Satisfactory
3.0 - 3.99	Satisfactory
2.0 - 2.99	Unsatisfactory
1.0 - 1.99	Poor

Outputs/ MFOs/PAPs	Success Indicator (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
General Management and Support							
	Receive and record documents/reports/correspondences within 5 minutes upon receipt with 96% accuracy						
	Maintain records and files of the Office of the PENRO						
	Release documents/reports/correspondences to personnel/staff concerned						
	Assist the PENRO in everyday operations of the department						
	Evaluate documents/correspondences prior to the approval of the PENRO						
	Arrange meetings/schedule of the PENRO						
	Act on instructions as may be assigned by the PENRO and other supervisors within 20 minutes upon receipt of instruction with 90% accuracy						
Implementation of Good Governance							
	100% submission of SALN to the Personnel Unit/ Admin Section						
	IPCR commitment for CY 2021 based on approved SPMS Guidelines submitted to the Admin Section						
Other Activities							
Final Average Rating							
Adjectival Rating							

Comments and Recommendations for Development Purposes

Discussed with:	Date	Assessed by:	Date	Final Rating by:	Date
		I certify that I discussed my assessment of the performance with the employee.			
MA. VICTORIA G. NIEVA Employee		IMELDA M. DIAZ OIC-PENR Officer		IMELDA M. DIAZ OIC-PENR Officer	

Legend: 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average