
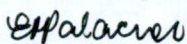
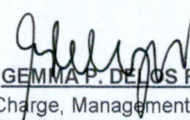


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Nilo L. Alcober, of the Administrative Section - GSU Unit, 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 January 1, 2021 to December 31, 2021.


NILO L. ALCOBER
 Administrative Officer I
 (Ratee)
 Date: April 13, 2021

Reviewed by	Date	Approved by					Date
 <u>EDEN P. PALACIOS</u> Administrative Officer IV	April 13, 2021	 <u>GEMMA P. DE LOS REYES</u> Officer-In-Charge, Management Services Division					April 13, 2021
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
A. 01 General Administrative and Support Services							
1.2 General Services							
a. Property Management							
a.1 .Management of PPE (Property Plant & Equipment)	Prepared, signed, numbered and filed Property Acknowledgement Receipt (PAR) for Equipment within 15 minutes with 96% accuracy.						Scope of Coverage: January to December 2021 MOVs: Prepared , signed, numbered and filed (PAR) Dimensions to Measure: Quality, Timeliness & Quantity
Government Vehicles	Insured, registered and inventoried twelve (12) Government Vehicles within tw (2) weeks with 96% accuracy.						Scope of Coverage: January to December 2021 MOVs: Policy of Insured vehicles Dimensions to Measure: Quality, Timeliness & Quantity
Office Equipment (Desktop, copier, AC units, CCTV)	Maintained and repaired one hundred sixty one (161) units of Office Equipment as the need arises.						Scope of Coverage: January to December 2021 MOVs: Job Order, Voucher prepared Dimensions to Measure: Quality, Timeliness & Quantity
Annual Inventory Report on Property, Plant & Equipment	Conducted inventory of Office Equipment maintained on the second week of November 2021 with 96% accuracy.						Scope of Coverage: November 2021 MOVs: Inventory Report Dimensions to Measure: Quality & Timeliness
Annual Procurement Plan	consolidated and prepared procurement plan submitted by the sectoral heads for the year 2022 on the last week of November 2021 for one (1) day with 96% accuracy.						Scope of Coverage: November 2021 MOVs: Annual Procurement Plan 2022 Dimensions to Measure: Quality & Timeliness

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
a.1.1 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
b. Other Duties/Activities							
b.1. Purchase Request/Canvass/Abstract of Canvass/Purchase Order/Inspection & Acceptance Report	Prepare purchase request, canvass, abstract of canvass, purchase order and inspection & acceptance report of supplies to be purchased within 15 minutes upon request.						Scope of Coverage: January to December 2021 MOVs: Purchase request, canvass, abstract of canvass, purchase order and inspection & acceptance report of supplies to be purchased Dimensions to Measure: Quality, Timeliness & Quantity
	Prepare vouchers 5 days upon purchased of supplies and other mandatory expenses.						Scope of Coverage: January to December 2021 MOVs: Vouchers Dimensions to Measure: Quality, Timeliness & Quantity
b.2. PBAC Head Secretariat	Prepare Notice, Minutes and Resolutions of PBAC Meetings as the needs arises.						Scope of Coverage: January to December 2021 MOVs: Notice, Minutes and Resolutions of PBAC Meetings Dimensions to Measure: Quality, Timeliness & Quantity
Final Average Rating:							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Rating		Date	
		I certify that I discussed my assessment of the performance with the employee.					
NILO L. ALCOBER Administrative Officer I		GEMMA P. DELOS REYES Officer-In-Charge, MSD		IMELDA M. DIAZ OIC, PENR Officer			

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