


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MANOEL CHRISTIAN S. MUNAR, of the DENR-PENRO Boac, Marinduque, Sector of Administrative Services, 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 - December 2021


MANOEL CHRISTIAN S. MUNAR
Administrative Officer I (Ratee)
Date: April 13, 2021

Reviewed by	Date	Approved by	Date
<u>Eden P. Palacios</u> EDEN P. PALACIOS Administrative Officer IV / HRMO II	April 13, 2021	<u>Gemma P. Delos Reyes</u> GEMMA P. DELOS REYES 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	
Personnel Management							
Records Management	Maintained and Managed through proper labeling and organized folder with cleanliness and orderliness within 15 minutes per folder with 96% accuracy.						Scope of Coverage: CY2021 MOVs: Available records kept within the office. Dimensions to Measure: Quality and Timeliness
Indexing of Office orders	ANA - Issuances indexed within 20 minutes per document with 96% accuracy						Scope of Coverage: CY2021 MOVs: Index Cards of recorded office order etc. Dimensions to Measure: Quality and Timeliness
Certification/Authentication of Office Records	ANA - Records Certified/Authenticated such as copies of cadastral maps, technical descriptions etc. within 15 minutes per certification in a day with 96% accuracy						Scope of Coverage: CY2021 MOVs: Status of Streamlining Efforts Dimensions to Measure: Quality and Timeliness
Top Level Management Supervision							
Instruction for Action	Documents Recorded, Transmitted and Filed within 20 minutes per documents with 96% accuracy						Scope of Coverage: CY2021 MOVs: Transmittals of files/documents. Dimensions to Measure: Quality and Timeliness
Document Action Tracking System (DATS)	Documents encoded daily through DATS within 5 minutes per document with 96% accuracy						Scope of Coverage: CY2021 MOVs: DATS database Dimensions to Measure: Quality and Timeliness
Client Satisfactory Surveys (CSS)	Documents Recorded, Released and Filed for CSS of Document Authentication and Certifications within 15 minutes with 96% accuracy						Scope of Coverage: CY2021 MOVs: Status of Streamlining Efforts Dimensions to Measure: Quality and Timeliness
Land Disposition/Titling							
a. Residential (RA 10023)	156 R.F.P.A.s Verified within 20 minutes per application with 96% accuracy						Scope of Coverage: Residential Free Patent MOVs: Transmittal to ROD Dimensions to Measure: Quality and Timeliness
	156 R.F.P.A.s Numbered within 20 minutes per application with 96% accuracy						Scope of Coverage: Residential Free Patent MOVs: Transmittal to ROD Dimensions to Measure: Quality and Timeliness

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
b. Agricultural	36 F.P.A.s Verified within 20 minutes per application with 96% accuracy						Scope of Coverage: Agricultural Free Patent MOVs: Transmittal to ROD Dimensions to Measure: Quality and Timeliness
	36 F.P.A.s Numbered and Indexed within 20 minutes per application with 96% accuracy						Scope of Coverage: Agricultural Free Patent MOVs: Transmittal to ROD Dimensions to Measure: Quality and Timeliness
c. Special Patents	8 Special Patents Verified within 20 minutes per application with 96% accuracy						Scope of Coverage: Special Free Patent Application MOVs: Transmittal to ROD Dimensions to Measure: Quality and Timeliness
	8 Special Patents Numbered and Indexed within 20 minutes per application with 96% accuracy						Scope of Coverage: Special Free Patent MOVs: Transmittal to ROD Dimensions to Measure: Quality and Timeliness
General Administrative & Support Services							
Implementation of Good Governance	100% of IPCR Commitment for 2020 based on approved SPMS Guidelines submitted to the MSD Administrative Section on the prescribed period						Scope of Coverage: CY2021 MOVs: Receiving copy of IPCR Dimensions to Measure: Quality and Timeliness
	100% Submission of SALN to the Administrative Section on February 28, 2021						Scope of Coverage: 2020 SALN MOVs: CSC Memorandum 40-1998 Dimensions to Measure: Quality and Timeliness
Final Average Rating							
Adjectival Rating							
Comment and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date		Final Ranking by		Date
		I certify that I discussed my assessment of the performance with the employee					
<u>MANOEL CHRISTIAN S. MUNAR</u> Administrative Officer I / Records Officer		<u>GEMMA P. DELOS REYES</u> Officer-In-Charge, MSD			<u>IMELDA M. DIAZ</u> OIC, PENR Officer		

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

Note:

*** Qualifying Indicators

** Ranking Indicators

* Other Indicators (Tie Breaker)