
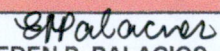
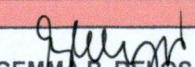


## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ROSALINA R. RIOVEROS, 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

  
**ROSALINA R. RIOVEROS**  
 Forest Ranger/Records (Ratee)  
 Date: April 13, 2021

| Reviewed by   | Date           | Approved by   | Date           |
|---|----------------|---|----------------|
| <br><b>EDEN P. PALACIOS</b><br>Administrative Officer IV / HRMO II | April 13, 2021 | <br><b>GEMMA P. DELOS REYES</b><br>Officer-In-Charge, Management Services Division | April 13, 2021 |

| Output                                  | Performance Indicators (Targets + Measures)   | Actual Accomplishments | Rating         |                |                |                | Remarks   |
|---|---|------------------------|----------------|----------------|----------------|----------------|---|
|   |   |                        | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
| <b>Personnel Management</b>             |   |                        |                |                |                |                |   |
| Records Management                      | (Assisted) 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<br>MOVs: Available records kept within the office.<br>Dimensions to Measure: Quality and Timeliness |
| Indexing of Office orders               | ANA - (Assisted) Issuances indexed within 20 minutes per document with 96% accuracy   |                        |                |                |                |                | Scope of Coverage: CY2021<br>MOVs: Index Cards of recorded office order etc.<br>Dimensions to Measure: Quality and Timeliness |
| <b>Top Level Management Supervision</b> |   |                        |                |                |                |                |   |
| Instruction for Action                  | (Assisted) Documents Recorded, Transmitted and Filed within 20 minutes per documents with 96% accuracy  |                        |                |                |                |                | Scope of Coverage: CY2021<br>MOVs: Transmittals of files/documents.<br>Dimensions to Measure: Quality and Timeliness          |
| Document Action Tracking System (DATS)  | (Assisted) Documents encoded daily through DATS within 5 minutes per document with 96% accuracy   |                        |                |                |                |                | Scope of Coverage: CY2021<br>MOVs: DATS database<br>Dimensions to Measure: Quality and Timeliness                             |
| <b>Land Disposition/Titling</b>         |   |                        |                |                |                |                |   |
| a. Residential (RA 10023)               | (Assisted) 156 R.F.P.A.s Verified within 20 minutes per application with 96% accuracy   |                        |                |                |                |                | Scope of Coverage: Residential Free Patent<br>MOVs: Transmitted to ROD<br>Dimensions to Measure: Quality and Timeliness       |
|   | (Assisted) 156 R.F.P.A.s Numbered within 20 minutes per application with 96% accuracy   |                        |                |                |                |                | Scope of Coverage: Residential Free Patent<br>MOVs: Transmitted to ROD<br>Dimensions to Measure: Quality and Timeliness       |
| b. Agricultural                         | (Assisted) 36 F.P.A.s Verified within 20 minutes per application with 96% accuracy  |                        |                |                |                |                | Scope of Coverage: Agricultural Free Patent<br>MOVs: Transmittals to ROD<br>Dimensions to Measure: Quality and Timeliness     |
|   | (Assisted) 36 F.P.A.s Numbered and Indexed within 20 minutes per application with 96% accuracy  |                        |                |                |                |                | Scope of Coverage: Agricultural Free Patent<br>MOVs: Transmittals to ROD<br>Dimensions to Measure: Quality and Timeliness     |



| Output   | Performance Indicators (Targets + Measures)   | Actual Accomplishments  | Rating         |                |  |                | Remarks  |
|--|---|---|----------------|----------------|--|----------------|--|
|  |   |   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup>                             | A <sup>4</sup> |  |
| c. Special Patents                                   | (Assisted) 8 Special Patents Verified within 20 minutes per application with 96% accuracy   |   |                |                |  |                | Scope of Coverage: Special Free Patent<br>MOVs: Transmittals to ROD<br>Dimensions to Measure: Quality and Timeliness |
|  | (Assisted) 8 Special Patents Numbered and Indexed within 20 minutes per application with 96% accuracy                                   |   |                |                |  |                | Scope of Coverage: Special Free Patent<br>MOVs: Transmittals to ROD<br>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<br>MOVs: Receiving copy of IPCR<br>Dimensions to Measure: Quality and Timeliness           |
|  | 100% Submission of SALN to the Administrative Section on February 28, 2021  |   |                |                |  |                | Scope of Coverage: 2020 SALN<br>MOVs: CSC Memorandum 40-1998<br>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>ROSALINA R. RIOVEROS</u><br>Forest Ranger/Records |   | <u>GEMMA P. DELOS REYES</u><br>Officer-In-Charge, MSD                         |                |                | <u>IMELDA M. DIAZ</u><br>OIC, PENR Officer |                |  |

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

Note:

\*\*\* Qualifying Indicators

\*\* Ranking Indicators

\* Other Indicators (Tie Breaker)