

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, EDEN P. PALACIOS, Administrative Officer IV (HRMO II), of the DENR - PENRO 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 of January to December 2021.

Eden P. Palacios
EDEN P. PALACIOS

Administrative Officer IV (HRMOII)
(Ratee)

Date: April 15, 2021

Reviewed by:	Date	Approved by:	Date
<i>Gemma P. Delos Reyes</i> GEMMA P. DELOS REYES Officer-In-Charge, Management Services Division	April 15, 2021	<i>Gemma P. Delos Reyes</i> GEMMA P. DELOS REYES Officer-In-Charge, Management Services Division	April 15, 2021

OutputS/MFOs/PAPs	SUCCESS INDICATORS	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Management Supervision							
General Administration and Support Services							
Administrative Services							
Personnel Management							
Preparation of contracts and appointment	50 Contract of Service prepared within 1 hour per Contract of Service with 100% approval.						Scope of Coverage: CY 2021 MOVs:Contract of Service Dimension to Measure: Quality and Time
Preparation and Processing of Emoluments	29 Salary payrolls/vouchers prepared and processed within 30 minutes per payroll with 96% accuracy.						Scope of Coverage: CY 2021 MOVs: Payroll Dimension to Measure: Quality and Time
Preparation n NOSI/NOSA	68 NOSI/NOSA Report prepared and submitted to the Regional Office per NOSI/NOSA on the set deadline with 100% approval						Scope of Coverage: CY 2021 MOVs NOSI/NOSA Dimension to Measure: Quality and Time
Process retirement /terminal benefits	3 Retirement documents submitted to Regional Office on the set deadline with 96% approval						Scope of Coverage: CY 2021 MOVs: Indorsement to RO Dimension to Measure: Quality and Time
Implementation of Good Governance Conditions	100% of IPCR with rating for 2nd Semester CY 2020 and 1st Semester CY 2021 based on approved SPMS Guidelines submitted to the Administrative/Personnel before due date						Scope of Coverage: CY 2021 MOV s: IPCR Dimension to Measure: Quality and Time

OutputS/MFOs/PAPs	SUCCESS INDICATORS	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
	100% of IPCR Commitment for CY2021 submitted to Administrative Section/Personnel Section before due date						Scope of Coverage: CY 2021 MOVs: IPCR/Commitment Dimension to Measure: Quality and Time
	68 Statement of Assets, Liabilities and Networth(SALN) reviewed and submitted to the Regional Office						Scope of Coverage: CY 2021 MOVs: Transmittal to RO Dimension to Measure: Quality and Time
	Submit Monthly Daily Time Record (DTR) to Administrative Section within the prescribed period						Scope of Coverage: CY 2021 MOVs: DTR Dimension to Measure: Quality and Time
	70 Properly maintained and updated 201 files monthly in an organized folder with 100 % accuracy						Scope of Coverage: CY 2021 MOVs: Personnel Information System Dimension to Measure: Quality and Time
	Updated APP non-CSE based on approved GAA FY 2021 submitted to GPBB-TSO before January 31, 2021						Scope of Coverage: CY 2021 MOVs: Transmittal of APP Dimension to Measure: Quality and Time
Actions on Documents/Request	100% of documents acted upon - Simple Documents - 7 working days receipt of office - Complex Documents - 15 working days receipt of office						
Attendance to meetings/Webinar	100% of Meetings/Webinar attended with report submitted						
Final Average 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					
EDEN P. PALACIOS		GEMMA P. DELOS REYES		IMELDA M. DIAZ			
Administrative Officer IV		Officer In-Charge, Management Services Division		OIC - PENR Officer			

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