

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Lorna C. Jamola, of the Administrative Section - Personnel 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.

*Lorna C. Jamola*  
**LORNA C. JAMOLA**  
 UW II  
 (Ratee)  
 Date: April 19, 2021

Reviewed by	Date	Approved by	Date	
<i>Eden P. Palacios</i> <b>EDEN P. PALACIOS</b> Administrative Officer IV	April 19, 2021	<i>Gemma P. Delos Reyes</i> <b>GEMMA P. DELOS REYES</b> Officer-In-Charge, Management Services Division	April 19, 2021	
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating Q <sup>1</sup> E <sup>2</sup> T <sup>3</sup> A <sup>4</sup>	Remarks
<b>GENERAL ADMINISTRATION AND SUPPORT</b>				
1.1 Personnel Management				
b. Improvement, verification and processing of communications, issuances and other documents of personnel	840 Daily Time Record checked and indexed every end of the ensuing month with 100% accuracy			Scope of Coverage: CY 2021 MOVs: Daily time Record Dimension to Measure: Quality & Timeliness
c. Implementation of DENR Personnel Information System (PIS)	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 & Timeliness
e. Preparation and processing of Emoluments and other payments due to personnel	19 regular payrolls and 40 vouchers prepared, processed and printed 4 hours and 15 minutes per vouchers with 100% accuracy encoded and prepared FINDES for payroll and load allowance before cut-off time with 100% accuracy			Scope of Coverage: CY 2021 MOVs: Payroll and Disbursement Voucher Dimension to Measure: Quality & Timeliness
<b>OTHER ACTIVITIES</b>				
	1. Received, computed processed and indexed leave application within 20 minutes with 100% accuracy			Scope of Coverage: CY 2021 MOVs: Leave Credits Dimension to Measure: Quality & Timeliness
	2. Prepared 12 monthly physical accomplishment report of Administrative Section on or before the 23rd day of the ensuing month with 100% accuracy			Scope of Coverage: CY 2021 MOVs: Monthly Accomplishment Report Dimension to Measure: Quality & Timeliness
	3. Numbered approved travel order (T.O.) of			Scope of Coverage: CY 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>	
	personnel and recorded in the log book within 10 mins per travel order within the day with 90% accuracy (ANA)						MOVs: Approved Travel Order Dimension to Measure: Quality & Timeliness
	4. Numbered Special Order within 10 mins with 90% accuracy (ANA)						Scope of Coverage: CY 2021 MOVs: Approved Special Order Dimension to Measure: Quality & Timeliness
	5. Prepared Service Records (ANA) within 5 minutes with 100% accuracy.						Scope of Coverage: CY 2021 MOVs: Service Record Dimension to Measure: Quality & Timeliness
	6. Processed and prepared NOSA and Step Increment of personnel within 20 mins with 100% accuracy						Scope of Coverage: CY 2021 MOVs: Step Increment Dimension to Measure: Quality & Timeliness
Implementation of Good Governance Condition	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 Dimension to Measure: Quality & Timeliness
GE	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 Dimension to Measure: Quality & Timeliness
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.					
LORNA C. JAMOLA UW II		GEMMA P. DELOS REYES Officer-In-Charge, Management Services Division		IMELDA M. DIAZ OIC, PENR Officer			

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

Note:

\*\*\* Qualifying Indicators

\*\* Ranking Indicators

\* Other Indicators (Tie Breaker)