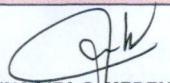
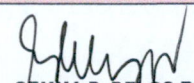


# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, Heidy L. Oyong, of the Planning Section, 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 to December 2021.

HEIDY L. OYONG  
Planning Officer  
(Ratee)  
Date: April 23, 2021

Reviewed by	Date	Approved by	Date		
 <b>JHONNA LIZA S. MEDENILLA</b> Planning Officer II/ In-Charge, Planning Section	April 23, 2021	 <b>GEMMA P. DE LOS REYES</b> Officer-In-Charge, Management Services Division	April 23, 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>GENERAL ADMINISTRATION AND SUPPORT</b>					
Implementation of Good Governance Condition	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on February 28, 2021				<b>Scope of Coverage:</b> 2020 SALN <b>MOVs:</b> CSC Memorandum 40-1998 <b>Dimensions to Measure:</b> Quality & Timeliness
	100% IPCR Commitment based on the approved DPCR submitted to PENRO Personnel Unit by end of April 2021				<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> receiving copy of IPCR <b>Dimensions to Measure:</b> Quality & Timeliness
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt				<b>Scope of Coverage:</b> 100% of the received documents <b>MOVs:</b> Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents <b>Dimensions to Measure:</b> Quality & Timeliness
<b>SUPPORT TO OPERATIONS</b>					
Monitor and evaluate implementation of ENR Programs and projects including compliance with ENR policies and agreements	100% Monitoring and Validation of Programs/ Projects accomplishment conducted with categorical recommendation and report submitted every end of the Quarter.				<b>Scope of Coverage:</b> FY 2021 WFP <b>MOVs:</b> Quarterly Monitoring Report with categorical recommendation received by all section. <b>Dimensions to Measure:</b> Quality & Timeliness
	100% Monthly Accomplishment Reports prepared based on targets compliant to the prescribed format submitted to the Regional Office thru the Planning and Management Division every 30th of the month..				<b>Scope of Coverage:</b> Monthly Consolidated Report of PENROs <b>MOVs:</b> Accomplishment report submitted and received by RO PMD-MES <b>Dimensions to Measure:</b> Quality & Timeliness
	FY 2022 Annual Work and Financial Plan based on 2022 Planning Guidelines submitted to the Regional Executive Director thru the Planning and Management Division on the prescribed period.				<b>Scope of Coverage:</b> FY 2022 <b>MOVs:</b> Endorsement of WFP with acknowledgement of RO PPS <b>Dimensions to Measure:</b> Quality & 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>	
	FY 2022 Revised Work and Financial Plan based on comments submitted to RO-PMD 5 days upon receipt.						All offices should submit the revised WFP based on comments of RO-PMD 5 days upon receipt of the comments. <b>Scope of Coverage</b> : Memo for comments (hard copy provided) and the number of days submitted the revised WFP by the offices concerned. <b>MOVs</b> : received copy (electronic or hardcopy) of revised wfp submission. <b>Dimensions to measure</b> : Quality and timeliness.
	100% Consolidated Annual Report prepared and submitted to RO by end of December CY 2021.						<b>Scope of Coverage</b> : Annual Report CY 2021 <b>MOVs</b> : Annual report submitted to RO <b>Dimensions to Measure</b> : Quality & Timeliness
	4 Quarterly Accomplishment Report (BAR 1 Form No. 1 & 2) prepared for review of PO II Jhonna Liza S. Medenilla and submitted to RO every end of the Quarter.						<b>Scope of Coverage</b> : CY 2021 <b>MOVs</b> : Report submitted to RO <b>Dimensions to Measure</b> : Quality & Timeliness
<b>OTHER FUNCTIONS</b>							
Submission of Means of Verifications (MOVs)	Scanning,uploading in the Google Drive and submission of Means of Verifications (MOVs) every month to RO-PMED-MES on/or before the 4th day of the ensuing month.						<b>Scope of Coverage</b> : CY 2021 <b>MOVs</b> : Scanned documents submitted to RO-PMED-MES <b>Dimensions to Measure</b> : Quality & Timeliness
Submission of Monthly Issues and Concerns	Monthly issues and concerns consolidated and submitted to RO every 15th day of the month.						<b>Scope of Coverage</b> : CY 2021 <b>MOVs</b> : Monthly Issues and Concerns submitted to RO <b>Dimensions to Measure</b> : Quality & Timeliness
<b>Final Average Rating:</b>							
<b>Comments and Recommendations for Development Purposes</b>							
<b>Discussed with</b>	<b>Date</b>	<b>Assessed by</b>	<b>Date</b>	<b>Final Rating</b>		<b>Date</b>	
		I certify that I discussed my assessment of the performance with the employee.					
<b>HEIDY L. OYONG</b> Planning Officer I		<b>GEMMA P. DELOS REYES</b> Planning Officer III / OIC, Mgt. Services Division		<b>IMELDA M. DIAZ</b> OIC-PENR Officer			

Note:

\*\*\* Qualifying Indicators

\*\* Ranking Indicators

\* Other Indicators (Tie Breaker)

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