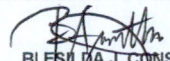
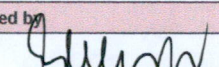
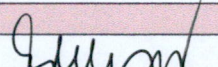


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, BLESILDA J. CONSTANTINO, of Management Services Division and Protected Area Management Office, 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.

  
**BLESILDA J. CONSTANTINO**  
 Administrative Aide VI  
 (Ratee)  
 Date: April 08, 2021

Reviewed by	Date	Approved by	Date	
 <b>GEMMA P. DE LOS REYES</b> OIC, Management Services Division	April 08, 2021	 <b>GEMMA P. DE LOS REYES</b> OIC, Management Services Division	April 08, 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>				
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 Dimensions to Measure: Quality & Timeliness
	IPCR Commitment submitted 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 to the Administrative Section Dimensions to Measure: Quality & Timeliness
Records Management and Documentation	10 Job Order contract/ agreement of PA - MWS for the months of January to June 2021 prepared with 80% accuracy by the end of January 2021 and for the month of July to December 2021 by end of July 2021.			Scope of Coverage: CY 2021 MOVs: Approved Jos/ COS Dimensions to Measure: Quality & Timeliness
	Maintains records, reports and other pertinent documents and facilitates office communication system with 80% accuracy as received at PENRO and PAMO.			Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness
	600 incoming documents received, recorded and released within 10 minutes per document upon receipt in properly labeled and organized logbook with 80% accuracy.			Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quantity & Timeliness
	Performed administrative support functions and liaisoning services particularly in recording and checking of travel order of PAMO staff and disbursement vouchers and with supporting documents (TEV and suppliers' vouchers) with 80% accuracy on a regular basis.			Scope of Coverage: 100% of the received documents MOVs: Based on Logbook and approved documents Dimensions to Measure: Quality & Timeliness
<b>Protected Areas Development and Management</b>				
<b>I. For Proclaimed and Legislated PA's</b>				
Implementation of Biodiversity Monitoring System (BMS)	Prepared supporting documents such as Purchase Requests, Canvass, Purchase Order for catering services and supplies in the conduct of BMS with 80% accuracy by the end of 1st and 2nd Semester of 2021 (ANA).			Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: 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>	
PAMB Operationalization	Prepared supporting documents for 4 PAMB meetings (quarterly basis) such as Purchase requests, canvass, purchase orders for catering services and needed supplies/ equipment and venue of meeting and provided assistance in preparation agenda,photo documentation and notice of meeting, previous minutes of meeting prepared 80% accuracy within 30 minutes per document.						Scope of Coverage: PAMB of MWS MOVs: PAMB Meetings' supporting documents submitted to PENRO Dimensions to Measure: Quality & Timeliness
Maintenance of Signages/ Billboards (no.)	Provided assistance in encoding and finalization of documentation of reports in the maintenance of signages/ billboards within PA/ MWS with 80% accuracy before the end of the quarter.						Scope of Coverage: Signages maintained in MWS MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness
Final Average Rating:							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Rating		Date	
BLESILDA J. CONSTANTINO Administrative Aide VI							
				IMELDA M. DIAZ OIC, PENR Officer			

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

Note:

\*\*\* Qualifying Indicators

\*\* Ranking Indicators

\* Other Indicators (Tie Breaker)