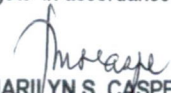




B. Individual Performance Commitment and Review Form


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, MARILYN S. CASPE, of DENR-PENRO, Oriental Mindoro, Survey Unit 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, 2022


MARILYN S. CASPE
Rattee

Date:

Reviewed by:	Date:	Approved by:	Date:				
 ELIZABETH D. MORENO-MESINA Engineer III Immediate Supervisor		 ALMA E. GIBE DMO V/Chief Technical Services Division Supervisor					
MFO/PAP	SUCCESS INDICATORS (targets + measures)	Actual Accomplishment	Rating	Remarks			
			Quantity	Quality	Timeliness	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
<i>Implementation of Good Governance Conditions</i>	100% submission of SALN to DENR Personnel Unit on February 28, 2022. Two (2) rated IPCR submitted to the Personnel Unit on July - Dec. 2021 - Feb. 10, 2022 Jan. - June, 2022 - July 15, 2022						
	One (1) IPCR Commitment based on the approved DPCR submitted to the Personnel Unit on April 8, 2022.						
<i>Collection of Revenues</i>	Monthly Consolidated Revenue Income Collection Report submitted to Regional Office every 25th day of the month.						
<i>Land Survey, Disposition and Records Management</i>							
	Assist the Geodetic Engineer in the preparation of complete survey returns of PLA's (290) Residential lots for submission at the Regional Office by the end September, 2022.						

	Assist the Geodetic Engineer in the preparation of complete survey returns of PLA's (50) Agricultural lots for submission at the Regional Office by the end of June, 2022.						
	100% Receive, check and verify the data entered into the V-37 (Technical Description) and Lot Data Map for signature of Geodetic Engineer by the end of December 2022.						
<i>Actions on Documents/Request/Instruction</i>	Documents acted upon receipt.						
	- simple documents - 7 working days upon receipt.						
	- complex documents - 15 working days upon receipt.						
	100% of external clients served (Officer of the day every Thursday).						
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes:							
		I certify that I discussed my assessment of performance with the employee.					
 MARILYN S. CASPE Adm. Assistant I/Computer Operator I		ALMA E. GIBE DMO VI/Chief, Technical Services Division		MARYJUNE F. MAYPA PENRO			
Employee		Supervisor					