

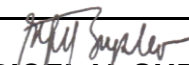
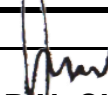
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **BUENA P. FLORIDA**, Administrative Officer IV (HRMO II) 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.

BUENA P. FLORIDA

Administrative Officer IV (HRMO II)

Date:

Reviewed by:	Date:	Approved by:	Date:
 MARICEL V. SUPLEO		 NESTOR N. CUASAY	
Chief, Admin & Finance		In-Charge, Management Services Division	

OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Implementation of Good Governance Conditions	One (1) SALN submitted to In-Charge, Mgt. Services Division based on Section 8 of RA 6713 on February 28, 2022						
	100% SALN of PENRO Calapan City reviewed and submitted to the In-Charge, Management Services Division						
	One (1) IPCR Commitment based on approved SPMS guidelines prepared and submitted to In-Charge, Management Services Division on prescribed period						
	100% of IPCR Commitment of PENRO Calapan City reviewed and submitted to Personnel Division thru the In-Charge, Management Services Division						
	Two (2) Rated IPCRs submitted to In-Charge, Mgt. Services Division on prescribed period -July to December, 2021 -January to June, 2022						
	100% of Notice of Salary Adjustment (NOSA) received by employee by March 31, 2022						

	100% of Contracts reviewed and forwarded to In-Charge, Management Services Division on prescribed period						
	1 PPMP of Administrative Unit reviewed and submitted to Procurement Officer thru the Chief, Administrative Officer						
Actions on Documents/Requests	100% of documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt						
Other Cross Cutting Indicators	100% of certification of leave credits reviewed and submitted to the In-Charge, Management Services Division						
	100% documents for terminal leave reviewed and submitted to the In-Charge, Management Services Division						
	100% of External Clients served within the standard set in the Citizens Charter						
Total Overall Rating				0	0		
Final Average Rating				0	0.00		
Adjectival Rating		VS					
Comments and Recommendations for Development Purposes							
Discussed with:		Assessed by:			Final Rating:		
BUENA P. FLORIDA	Date:	MARICEL V. SUPLEO	Date:			Date:	
Administyrative Officer IV (HRMO II)		Chief Administrative Officer					
Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average							

