

B. Individual Performance Commitment and Review Form
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MYLA GEMMA P. GAMBOA, of the DENR-PENRO, Division of Management Services Division/GSS 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

Ratee: MYLA GEMMA P. GAMBOA
Date: _____

Reviewed by: <u>Maricel V. Supleo</u>	Date: _____	Approved by: <u>Nestor N. Cuasay</u>	Date: _____
MARICEL V. SUPLEO		NESTOR N. CUASAY	
Chief, Management Services Division and Finance Section		In-Charge, Management Services Division	

P/A/Ps	Performance Indicators (targets + measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
General Administrative and Support Services/Property Management 1. Management of PPE (Property, Plant & Equipment) 2. Report on the Physical Count of Plant, Property and Equipment. 3. Disposal of Unserviceable Plant, Property and Equipment	4 Property acknowledgement receipt issued with report submitted by the end of June 2022 1 Report on the Physical Count of Plant, Property and Equipment submitted and received by COA by the end of January 2021. PPE Disposal Plan prepared and submitted by the end of June 2022.						

IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average

	1 Inventory and Inspection Report of Unserviceable Property (IIRUP) prepared and submitted to Admin and Finance Section before March 31, 2022.						
4. Actions on Documents/ Requests	100% of referred documents acted upon with (simple documents).						
5. Learning and Development consolidation/HR Intervention	100% Training reports consolidated and submitted to Admin and Finance Section before the end of the year as part of HR Intervention.						
6. Preparation and submission of IPCR	<p>IPCR Commitment prepared and submitted before on prescribed period.</p> <p>IPCR Rated (July –Dec. 2021) prepared and submitted before February 10, 2022.</p> <p>IPCR Rated (Jan.-June 2022) prepared and submitted before July 15, 2022.</p>						

7. Preparation and submission of SALN	SALN prepared and submitted to Personnel Unit on February 15, 2022.						
8. Other Cross cutting Indicators	100% of external clients served within the standard set in the citizens charter sale of Bidding Documents.						
Total Overall Rating							
Final Average Rating							
Adjective Rating							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
MYLA GEMMA P. GAMBOA FTII/HR/In-Charge Property		I certify that I discussed my assessment of the performance with the employee MARICEL V. SUPLEO					
Employee		Chief, Management Services Division and Finance Section					