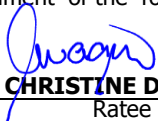

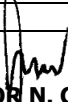


B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Ma. Christine D. Gardoce, of DENR PENR Office, Oriental Mindoro, Administrative Section to 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**.


MA. CHRISTINE D. GARDOCE
Ratee
Date: _____

Reviewed by:		Approved by:		Date			
 BUENA P. FLORIDA Administrative Officer IV (HRMO II)		 NESTOR N. CUASAY In-charge, Management Services Division					
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Submission of Statement of Assets and Liabilities and Networth (SALN)	One (1) Statement of Assets, Liabilities and Networth (SALN) based on Section 8 of RA 6713 prepared and submitted to Administrative Officer IV (HRMO II) on February 14, 2022						
	100% Statement of Assets, Liabilities and Networth (SALN) of CENRO Socorro personnel reviewed and submitted to Regional Office on February 28, 2022						
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to Administrative Officer IV (HRMO II) on prescribe period						
	100% IPCR Commitment of CENRO Socorro personnel reviewed and submitted to Regional Office on April 13, 2022						
	Two (2) IPCR with rating prepared and submitted to Administrative Officer IV (HRMO II)						
	1 - IPCR with rating (July to December 2021) submitted on February 7, 2022						
	2 - IPCR with rating (January to June 2022) submitted on July 22, 2022						
	100% IPCR with rating of CENRO Socorro personnel reviewed and submitted to Regional Office						
	1 - July to December 2021 - submitted on February 10, 2022						
2 - January to June 2022 - submitted on July 29, 2022							

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Preparation of contracts	100% contract of service prepared and forwarded to Administrative Officer IV (HRMO II) within 5 days upon receipt of Letter of Acceptance and Award						
Preparation and processing of Salary payrolls/vouchers	100% Salary payrolls/vouchers prepared and forwarded to Administrative Officer IV (HRMO II) every 18th day of the month						
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt						
Attendance to Meetings/ Workshops/ Conference	100% of meetings/ workshops/ conference attended with report submitted 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences						
OTHER CROSS CUTTING INDICATORS							
	100% certification of leave credits prepared and submitted to Chief Administrative Section.						
	100% documents for terminal leave submitted to Administrative Officer IV (HRMO II)						
	100% filled-out CSS forms of Administrative Section external clients submitted to CSS Focal person on prescribed period.						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date	Assessed by:	Date	Final Rating:		Date	
MA. CHRISTINE D. GARDOCE Administrative Aide VI		I certify that I discussed my assessment of the performance with the employee. NESTOR N. CUASAY		MARY JUNE F. MAYPA			
		In-charge, Management Services Division		PENR Officer			