



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Cedrick M. Masongsong, of DENR PENR Office, Oriental Mindoro, Administrative Section, 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**.


CEDRICK M. MASONGSONG
Ratee

Date: **April 4, 2022**

Reviewed by:		Date:		Approved by:		Date:	
 BUENA P. FLORIDA Administrative Officer IV (HRMO II)				 NESTOR N. CUASAY In-charge, Management Services Division			
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Submission of Statement of Assets and Liabilities and Network (SALN)	One (1) Statement of Assets, Liabilities and Network (SALN) based on Section 8 of RA 6713 prepared and submitted to Administrative Officer IV (HRMO II) on February 4, 2022						
	100% Statement of Assets, Liabilities and Network (SALN) of CENRO Roxas 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 April 13, 2022						
	100% IPCR Commitment of CENRO Roxas 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 10, 2022						
	2 - IPCR with rating (January to June 2022) submitted on July 15, 2022						
	100% IPCR with rating of CENRO Roxas 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							

P / A / Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks				
			Quantity	Quality	Timeliness	Average					
Preparation of NOSA/ NOSI	100% Notice of Salary Adjustment (NOSA) of all personnel prepared and submitted to Administrative Officer IV (HRMO II) by the end of February 2022										
	100% Notice of Step Increment (NOSI) prepared and submitted to Administrative Officer IV (HRMO II) on prescribed period										
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										
Total Overall Rating											
Final Average Rating											
Adjectival Rating											
Comments and Recommendations for Development Purposes											
Discussed with:	Date:	Assessed by:	Date	Final Rating:		Date:					
CEDRICK M. MASONGSONG 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							