




B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **JEZREEL JOHN M. MATRE**, Planning Officer I of **DENR-PENRO Oriental Mindoro Planning 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.


JEZREEL JOHN M. MATRE
Planning Officer I
Date: _____

Reviewed by:	 CORAZON E. PUDIQUET	Date:	Approved by:	 NESTOR N. CUASAY	Date:		
Immediate Supervisor	Planning Officer III		Division Chief	In-Charge, Management Services Division			
P/A/Ps	PERFORMANCE INDICATORS (target + measures)	Actual Accomplishment	Rating				Remarks
			Q1	Q2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
Implementation of Good Governance Conditions	One (1) SALN submitted to DENR Personnel Unit on February 28, 2022						
	One (1) IPCR commitment based on approved OPCR submitted to the Personnel Unit on April 13, 2022						
	Two (2) Rated IPCR submitted to Personnel Unit on the prescribed period -July to December 2021 - February 10, 2022 -January to June 2021 - July 15, 2022						
Compliance to PhilGEPS Conditions	100% PhilGEPS Conditions complied by January 31, 2023.						
Submission of Annual Procurement Plan -Common Use Supplies and Equipment (APP-CSE)	Project Procurement Management Plan (PPMP) for CSE CY 2023 prepared and submitted to Chief, Planning Section on or before August 26, 2022						
Submission of Annual Procurement Plan -Non-Common Use Supplies and Equipment (APP-Non-CSE) based on approved GAA	Project Procurement Management Plan (PPMP) for Non-CSE CY 2022 based on approved GAA prepared and submitted to Chief, Planning on or before March 25, 2022						
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						
SUPPORT TO OPERATIONS							
Data Management including Information Systems Development and Maintenance	One (1) ENR Statistical Profile packaged and published submitted to PENRO by the end of October, 2022.						
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	FY 2023 Budget Proposal & FY 2024-2026 Forward Estimates for GAS & STO prepared and submitted online to PMD on the prescribed period						
	FY 2023 Work and Financial Plan for GAS & STO based on 2022 Planning Guidelines prepared and submitted to Planning Section Chief on the prescribed period						

P/A/Ps	PERFORMANCE INDICATORS (target + measures)	Actual Accomplishment	Rating				Remarks
			Q1	Q2	T3	A4	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	FY 2023 revised Work and Financial Plans for GAS & STO based on comments submitted to Planning Section Chief 5 days upon receipt						
	Two (2) conducted Stakeholders Consultation Meetings assisted in the preparation of documents and report by the end of March, 2022						
	Quarterly Monitoring and validation of Program/Project accomplishments assisted						
	Consolidated Annual Report for GAS & STO prepared and submitted to Chief, Planning Section at the end of the year						
	Year-End Assessment documentation and report prepared and submitted to the Chief, Planning Section 15 working days after the conduct of activity						
Statistical Report	Ten (10) ENR Quarterly Statistical Report consolidated and submitted to RO-PMD thru email every 5th day of the succeeding month after each quarter						
OTHER ACTIVITIES							
Inspection and Acceptance of procured Goods, Services and Infrastructure Project	100% of Request for inspection acted upon with report and recommendation submitted with 7 days after the conduct of inspection						As member of PENRO Inspection & Acceptance Committee
Average Rating			Rating				
Total Over-all Rating							
Final Over-all Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Assessed by:		Final Rating by:				
	I certify that I discussed my assessment of the performance						
	with the employee.						
JEZREEL JOHN M. MATRE	Date: NESTOR N. CUASAY	Date:	MARY JUNE F. MAYPA				Date:
Planning Officer I	In-Charge, Management Services Division		PENRO				

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