

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MA KRISTINE R. TOLENTINO of the DENR-PENRO, Oriental Mindoro, under the Management Services Division, 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 – DECEMBER 2022.


MA KRISTINE R. TOLENTINO
 Ratee
 Date

Reviewed by:	Date	Approved by:	Date
 MARICEL V. SUPLEO Chief, Admin and Finance Section Immediate Supervisor		 NESTOR N. QUASAY Immediate Supervisor	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services	100% Preparation and maintain Stock Card for Supplies inventory						
	100%Preparation and maintain Supplies Ledger Card for Supplies inventory						
	100% submitted of SALN to DENR Personnel Unit before Feb. 28, 2022						
Action on Documents/Request	100% of documents acted upon with partial/minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt						
Preparation and Submission of IPCR	One (1) IPCR commitment based on the approved OPCR submitted to the Personnel Unit on April 30, 2022						

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

		<p>Two (2) IPCR with Rating prepared and submitted to In-Charge, Administrative Unit</p> <p>1. IPCR with rating (July to December 2021) submitted on February 10, 2022</p> <p>2. IPCR with rating (January to June 2022) submitted on July 15, 2022</p> <p>100% Job Request / Purchase Request, Purchase Order, receive/record 3mins upon receipt</p> <p>100% RFQ number and issue 10mins upon receipt</p> <p>100% Letter Order number and issue 10mins upon receipt</p> <p>100% IAR number and issue 10mins upon receipt</p> <p>100% BAC documents receive and file upon receipt</p>						
Total Overall Rating								
Final Average Rating								
Adjective Rating								
Comments and Recommendations for Development Purposes								
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date			
		I certify that I discussed my assessment of the performance with the employee						
MA. KRISTINE R. TOLENTINO Forest Ranger		NESTOR N. CUASAY In-Charge Management Services Division		MARY JUNE F. MAYPA PENRO				
Employee		Supervisor		Head of Office				

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