

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, NELSON S. SIKAT, 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: NELSON S. SIKAT
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	1. Insurance coverage of property.						
	2. Maintenance and Repair of Property						

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

<p>3. Preparation and submission of IPCR</p>	<p>end of December 31, 2022.</p> <p>93 Office equipment maintained and repaired including furniture and fixtures with report submitted in 5 working days after completion before the end of December 2022.</p> <p>2 generator sets maintained before the end of December 2022.</p> <p>8 Office building and structures maintained and repaired with report submitted every 5th day after the end of the quarter.</p> <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>						
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4. Preparation and submission of SALN	(1) SALN prepared and submitted to Personnel Unit on February 15, 2022.							
Total Overall Rating								
Final Average Rating								
Adjective Rating								
Comments and Recommendations for Development Purposes								
Discussed with	Date	Assessed by:	Date	Final Rating by:			Date	
NELSON S. SIKAT Admin Asst. III/In-Charge GSS		I certify that I discussed my assessment of the performance with the employee MARICEL V. SUPLEO						
Employee		Chief, Management Services Division and Finance Section						