

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **ERWIN VAL R. SIXON** of the **DENR – PENRO, Oriental Mindoro, Monitoring and Enforcement 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 of **January** to **December 2022**

ERWIN VAL R. SIXON
Ratee

Date:

Reviewed by:	Date	Approved by:	Date
RICK U. DUMADAG		ALMA E. GIBE	
Immediate Supervisor		Chief, Technical Services Division	

P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
Implementation of Good Governance Conditions	1 SALN prepared and submitted to Administrative and Finance Section based on Section 8 of RA 6713 on February 28, 2022 One (1) IPCR commitment based on the approved OPCR submitted to the PENRO on April 30, 2022 Two (2) IPCR prepared and submitted to the Administrative Unit on the prescribed period - July to December 2021 - January to June 2022						
Actions on Documents/Requests	100% of documents acted upon with partial/minor revisions need 7 working days for simple documents and 15 days for complex documents upon receipt						
SUPPORT TO OPERATION							

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

Price Monitoring of Forest Products	100% of monthly provincial summary forms of forest products price monitoring reviewed and forwarded to the Regional Office through the PENRO on 5 th day after the end of the month						
Wood importation and Disposition	100% of monthly reports on wood importation and disposition reviewed and forwarded to the Regional Office through the PENRO on the 5 th day following the end of the month						
Forestry Related Income Collection	100% of monthly reports on forestry related income collection reviewed and forwarded to the Regional Office through the PENRO on the 5 th day following the end of the month						
OTHER MICELLANEOUS ACTIVITIES							
Maintenance of PENR Office building in Suqui, Calapan City and Extension Office in San Vicente West, Calapan City per PENRO S.O. No. 2022-005	2 Office building monitored and maintained with report submitted to the PENRO through the MSD Chief						
Final Overall Rating							
Final Average Rating							
Adjective Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date	Assessed by:	Date	Approved by:		Date	
		I certify that I discussed my assessment of the performance with the employee					
ERWIN VAL R. SIXON		ALMA E. GIBE		MARY JUNE F. MAYPA			
Employee		Chief, Technical Services Division		PENRO			