

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, RONALDO L. SUAREZ, Information Systems Analyst of DENR- PENRO, Oriental Mindoro Planning and Management 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.

RONALDO L. SUAREZ
Information Systems Analyst II

Date: _____

Reviewed by: <i>Corazon E. Pudiquet</i>	Date:	Approved by: <i>Nestor N. Cuasay</i>	Date:				
CORAZON E. PUDIQUET Chief, Planning and Management Section		NESTOR N. CUASAY Chief, Management Services Division					
				<p>5.0 - Outstanding 4.0 - 4.99 - Very Satisfactory 3.0 - 3.99 - Satisfactory 2.0 - 2.99 - Unsatisfactory 1.0 - 1.99 - Poor</p>			
P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Implementation of Good Governance conditions	Submission of SALN to concerned oversight agency on February 28, 2022						
	One (1) IPCR commitment based on the approved OPCR submitted on the prescribed period Two (2) rated IPCR submitted to Personnel Unit on the prescribed period July-December 2021 January-June 2022						
	100% of Procurement Process participated specially in the review of Bid Documents eligibility, screening and evaluation of Bid Documents and Post Qualification screening						
Actions on Documents/Requests	100% of documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt						
Attendance to Meetings/Workshops/Conferences	100% meeting/workshops/conferences with reports submitted 7 working days after attendance in local meetings/workshops/conferences						

P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
SUPPORT TO OPERATIONS							
Data Management including Information Systems Development and Maintenance	100% of maintained functional databases and Information Systems with report submitted to the Regional Office every 7th day after the end of each quarter 1 Network infrastructure maintained with 85% uptime with report submitted every 5th day of the following month						
Aerial Documentation & Monitoring of DENR Projects/Programs/Activities	100% of request/instruction for aerial documentation of various DENR projects/activities acted upon with reports submitted 5 days after the conduct of activity						
Internet Connectivity and Local Area Network (LAN) maintained	3 Internet Connectivity and Local Area Network maintained with report submitted at the end of the quarter						
Average Rating:							
CATEGORY		OUTPUT		Rating			
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:		Assessed by:		Final Rating:			
Date:		Date:					
RONALDO L. SUAREZ Information Systems Analyst II		MARICEL V. SUPLEO Chief, Management Services Division		MARY JUNE F. MAYPA PENR Officer			
<small>Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average</small>							