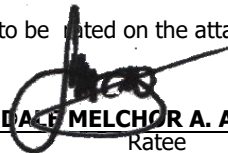



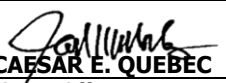
B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Dale Melchor A. Alagao, of DENR CENRO Roxas, Oriental Mindoro, Planning and Management Support 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**.


DALE MELCHOR A. ALAGAO
Ratee

Date: **April 6, 2022**

Reviewed by:		Date:		Approved by:		Date:	
 JIELY ROSE P. GALINDEZ		APR 07 2022		 ENGR. CAESAR E. QUEBEC		APR 08 2022	
Chief, Planning and Management Support Section				CENR Officer			
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Submission of Statement of Assets and Liabilities and Network (SALN)	One (1) Statement of Assets, Liabilities and Network (SALN) based on Section 8 of RA 6713 prepared and submitted to In-charge, Administrative Unit on February 4, 2022						
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Unit on April 13, 2022						
	Two (2) IPCR with rating prepared and submitted to In-charge, Administrative Unit						
	1 - IPCR with rating (July to December 2021) submitted on February 10, 2022						
	2 - IPCR with rating (January to June 2022) submitted on July 15, 2022						
Report on the Physical Count of Plant Property and Equipment	One (1) inventory report on the Property Plant and Equipment (with ledger card) prepared and submitted to Chief, PMSS on March 20, 2022						
Disposal of unserviceable Plant, Property and Equipment	One (1) Inventory and Inspection Report of Unserviceable Property (IIRUP) prepared and submitted to Chief, PMSS on March 20, 2022						
Maintenance and Repair of Property	Eight (8) vehicles maintained and repaired with report prepared and submitted to Chief, PMSS 7 days before the end of the quarter						
	100% office equipment maintained and repaired including generator set, furnitures and fixtures with report prepared and submitted to Chief, PMSS 7 days before the end of the quarter						
	Three (3) office buildings maintained and repaired with report prepared and submitted to Chief, PMSS 7 days before the end of the quarter						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Submission of Project Procurement Management Plan	100% Project Procurement Management Plan-CSE (PPMP) of CENRO Roxas prepared and submitted to Chief, PMSS on the prescribed period						
	100% Project Procurement Management Plan-Non-CSE (PPMP) prepared and submitted to Chief, PMSS on the prescribed period						
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						
Attendance to Meetings/ Workshops/ Conference	100% of meetings/ workshops/ conference attended with report submitted 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences						
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Management of Caves and Cave Resources Cave Assessment and Classification	100% documentation report on the conduct of cave assessment prepared and submitted to Chief, CDS on September 10, 2022						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:	
DALE MELCHOR A. ALAGAO Admin Aide VI/ In-charge, GSU and Property Custodian		I certify that I discussed my assessment of the performance with the employee.					
		JIELY ROSE P. GALINDEZ Chief, Planning and Management Support Section		ENGR. CAESAR E. QUEBEC CENR Officer			