



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Venice Angela D. Viros, 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**.


VENICE ANGELA D. VIROS
Ratee

Date: **April 6, 2022**

Reviewed by:		Date:		Approved by:		Date:	
 JIELY ROSE P. GALINDEZ Chief, Planning and Management Support Section		APR 07 2022		 ENGR. CAESAR E. QUEBEC CENR Officer		APR 08 2022	
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 Networth (SALN)	One (1) Statement of Assets, Liabilities and Networth (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						
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						
	a. Certification of No Records/Appeal/Motion for reconsideration issued 1 hour upon receipt of request						
	b. Document Authentication for General Documents 1. 1-20 pages - issued 1 hour and 45 minutes upon receipt of request 2. 21-50 pages - issued 2 hours and 15 minutes upon receipt of request 3. 51-100 pages - issued 3 hours and 15 mins upon receipt of request 4. 200+ pages - issued 1 day and 15 minutes upon receipt of request						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Actions on Documents/ Requests	c. Certification of Lot status and/or Certification of Survey Claimant 1. Without issue - issued 1 day upon receipt of request 2. With issue/s - issued 4 days upon receipt of request						
	d. Issuance of Survey Authority issued 3 days, 4 hours and 5 minutes (or more depending on the location and size of the area) upon receipt of request						
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							
Residential Free Patent	100% of residential free patent applications received, registered, allocated, indexed and assigned application number within 2 hours upon receipt						
Agricultural Free Patent	100% of agricultural free patent applications received, registered, allocated, indexed and assigned application number within 2 hours upon receipt						
	100% of carpeta transmitted to PENRO 3 days upon receipt						
Accelaration of land titling through Rapid Land Tenure Appraisal (RLTA)	100% inventory of the status of land disposition of Municipality of Bansud prepared and submitted to CENR Officer by the end of April 2022						
OTHER CROSS CUTTING INDICATORS							
	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by 3rd week of December 2022						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							

P / A / Ps	Performance Indicators (targets+measures)		Actual Accomplishments		Rating				Remarks	
					Quantity	Quality	Timeliness	Average		
Discussed with:	Date:	Assessed by:	Date:	Final Rating:				Date:		
VENICE ANGELA D. VIROS		I certify that I discussed my assessment of the performance with the employee.								
Administrative Officer I (Records Officer I)		JIELY ROSE P. GALINDEZ Chief, Planning and Management Support Section		ENGR. CAESAR E. QUEBEC CENR Officer						