

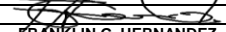

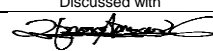
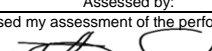
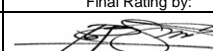
B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **IRENE A. MIXDON** of the **DENR-PENRO**, Section of **OFFICE OF THE PENRO** 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 JUNE 2021**.



IRENE A. MIXDON
Ratee

Reviewed by:	 FRANKLIN G. HERNANDEZ Immediate Supervisor	Date		Approved by:	 ERIBERTO B. SANOS, CESE Head of Office	Date	
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
1. Remind the PENRO/Officer-In-Charge of the scheduled meetings/appointments.	6 meetings/appointments duly noted at the board every month and reminded the PENRO/OIC 2-3 hours before the scheduled meeting with 100% accuracy.	8 meetings/appointments every month duly noted at the board and reminded the PENRO/OIC 1 hour before the scheduled meeting with 115% accuracy.	5.000	4.000	4.000	4.333	
2. Retrieval of e-mails and fax message received from Central/Regional Office and CENROs.	20 emails/fax message received/retrieved on the 30th day of every month with 100% efficiency.	405 emails/fax message received/retrieved on the 13th day of every month with 115% efficiency.	5.000	5.000	4.000	4.667	
3. Transmit e-mails/fax message received from Central/Regional Office and CENROs.	20 emails/fax message transmitted every month to the Central/Regional Office, CENROs and other offices with 100% efficiency.	285 emails/fax message transmitted 13th day of every month of Central/Regional Office, CENROs and other offices with 130% efficiency.	5.000	4.000	5.000	4.667	
4. Record and release of documents signed and acted by the PENR Officer/OIC through Enhanced Document Tracking System (eDATS)	75 signed/acted documents recorded and released to concerned sector through Enhanced Document Tracking System (eDATS) every end of the month with 100% accuracy.	380 signed/acted documents by the PENR Officer 3 days Document before the end of the month recorded and released to Enhanced Tracking System (eDATS) concerned sector every end of the month with 100% accuracy.	5.000	4.000	4.000	4.333	
5. Retrieval and transmittal of 8888 e-mails and documents received from Central/Regional Office, CENROs and other concerned stakeholders and acted within 72 hours upon receipt.	10 emails and documents received/retrieved from 8888 hotlines, PACC, PCC, Aksyon Kalikasan and DENR Action Center acted within 72 hours upon receipt within the 1st and 2nd Quarter of CY 2022 with 100% efficiency.	30 emails and documents received/retrieved from 8888 hotlines, PACC, PCC, Aksyon Kalikasan and DENR Action Center and acted within 72 hours upon receipt and within the 1st and 2nd Quarter of CY 2022 with 115% efficiency.	5.000	4.000	4.000	4.333	
6. Preparation of accomplishment report of the Office of the PENRO.	1 report submitted to Planning Section every 22nd day of the month with 100% accuracy.	1 report on the 15th day of the month submitted to the Planning Section with 115% accuracy.	3.000	5.000	4.000	4.333	
7. Monitoring and approval of all entries of tenurial instruments at the Enhanced Forestry Information System (EFIS)	10 entries of tenurial instruments monitored and approved at the Enhanced Forestry Information System (EFIS) at the 2nd week of every month with 115% efficiency.	300 entries of tenurial instruments monitored and approved at the Enhanced Forestry Information System (EFIS) at the 2nd week of every month with 115% efficiency.	5.000	5.000	4.000	4.667	
8. Submission of July to December 2019 IPCR.	Submission of IPCR for the period of July to December 2019 with 100% efficiency.	Submitted IPCR form with ratings for the period of July to December 2019 on the 1st week of January with 130% efficiency.	3.000	5.000	4.000	4.000	
9. Submission of January to December 2020 IPCR.	Submission of IPCR for the period of January to December 2020 with 100% efficiency.	Submitted IPCR commitment form for the period of January to December 2020 on the 1st week of January with 130% efficiency.	3.000	5.000	4.000	4.000	
10. Submission of SALN	Submission of SALN as of December 31, 2019 with 100% efficiency.	Submitted SALN as of December 31, 2020 on January 5, 2021 with 100% efficiency.	3.000	5.000	4.000	4.000	
11. Answer incoming calls.	Answered incoming calls atleast after 2 rings with utmost courtesy all the time with 100% efficiency.	Answered incoming calls atleast after 2 rings with utmost courtesy all the time with 100% efficiency.					
			TOTAL RATING	42.000	46.000	41.000	43.333
			FINAL AVERAGE RATING	4.200	4.600	4.100	4.333
			ADJECTIVE RATING				VS
Comments and Recommendations for Development Purposes							
Discussed with		Date	Assessed by:	Date	Final Rating by:	Date	
 IRENE A. MIXDON Employee			I certify that I discussed my assessment of the performance with the employee  FRANKLIN G. HERNANDEZ Chief, Management Services Division		 ERIBERTO B. SANOS, CESE Head of Office		

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