

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

  
IRENE A. MIXDON  
Ratee

Reviewed by:				Date		Approved by:				Date
		FRANKLIN G. HERNANDEZ Immediate Supervisor						ERIBERTO B. SAÑOS, CESE Head of Office		
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.		9 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.		365 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.		260 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.		370 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.		20 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 18th day of the month submitted to the Planning Section with 115% accuracy.		3.000	4.000	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. 100% efficiency.		50 entries of tenurial instruments monitored and approved at the Enhanced Forestry Information System (EFIS) at the 2nd week of every month with 115% efficiency. with 100% efficiency.		5.000	4.000	4.000	4.333	
8. 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.						
						<b>TOTAL RATING</b>	<b>33.000</b>	<b>29.000</b>	<b>29.000</b>	<b>31.000</b>
						<b>FINAL AVERAGE RATING</b>	<b>4.71</b>	<b>4.14</b>	<b>4.14</b>	<b>4.333</b>
						<b>ADJECTIVE RATING</b>				<b>VS</b>
Comments and Recommendations for Development Purposes										
Discussed with			Date	Assessed by:		Date	Final Rating by:		Date	
				I certify that I discussed my assessment of the performance with the employee						
IRENE A. MIXDON Employee				FRANKLIN G. HERNANDEZ Chief, Management Services Division			ERIBERTO B. SAÑOS, CESE Head of Office			