






## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **NOEME P. ALCANCIA**, of PENRO, Oriental Mindoro, of General Records 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 July to December 2021.

Ratee: NOEME P. ALCANCIA  
Date

Reviewed by:	Date	Approved by:	Date
 <b>MARICEL V. SUPLEO</b> In-Charge, Admin and Finance Sector		 <b>NESTOR N. CUASAY</b> In-Charge, Management Service Division	

P/A/Ps	Performance Indicators ( targets+measures )	Actual Accomplishments	Rating			Remarks	
			Q1	E2	T3	A4	
ACTIONS ON DOCUMENTS/REQUESTS	100% of documents/correspondence receive and encode (DATS) and forwarded to the PENR Officer/other concerned personnel upon receipt with 100%accuracy	100% of documents/correspondence received and encode (DATS) and forwarded to the PENR Officer/other concerned personnel upon receipt with 100%accuracy		5	3	4	
	100% of documents/correspondence sorted, prepared transmittal/mails for delivery to CENRO's. Regional Office and other agencies upon receipt with 100% accuracy	100% of documents/correspondence sorted, prepared transmittal/mails for delivery to CENRO's. Regional Office and other agencies upon receipt with 100% accuracy		5	3	4	
	100% documents/correspondence certified, Clearance signed and numbered PENRO Special Orders upon receipt with 100% accuracy	100% documents/correspondence certified, Clearance signed and numbered PENRO Special Orders upon receipt with 100% accuracy		5	3	4	

	100% of documents requested by personnel were provided on time upon request thereof with 100% accuracy	100% of documents requested by personnel were provided on time upon request thereof with 100% accuracy		5	3	4	
<b>Total Over All Rating</b>				20.00	12.00	16.00	
<b>Final Average Rating</b>				5.000	3.000	4.000	
<b>Adjectival Rating</b>				VERY SATISFACTORY			
<b>Comments and Recommendations for Development Purposes</b>							
<i>Very punctual and hard working employee. Need more training on records management.</i>							
<b>Discussed with</b>	<b>Date</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Rating by:</b>		<b>Date</b>	
 NOEME P. ALCANCIA Employee	FEB 08 2022	I certify that I discussed my assessment of the performance with the employee  NESTOR N. CUASAY In-Charge, Management Service Division	FEB 08 2022	 MARY JUNE F. MAYPA PENRO		FEB 08 2022	

## MONTHLY ACCOMPLISHMENT REPORT JOURNAL


Name: <b>Noeme P. Alcancia</b>					Section: <b>Administrative Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>Management Services Division</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: July 2021</b>								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WEP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
<b>A. TARGET- RELATED ACTIVITIES</b>	✓		✓		Rated IPCR	Prepare Rated IPCR for January to June 2021	Prepared Rated IPCR for January to June 2021 and submitted to Chief Admin. and Finance for signature	1 day
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Receiving and Encoding (DATS) of all documents from PENRO/CENRO/Regional Office and other offices etc.	Received and encoded (DATS) documents/correspondence referred to PENRO/CENRO/Regional Office and other concerned personnel/office.	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Certify the documents/correspondence, sign clearance and numbering PENRO Special Order	Certified the documents/correspondence, signed clearance and numbered PENRO Special Order	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Provide documents requested by internal and external clients	Provided documents requested by internal and external clients	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Sorting of Documents/correspondence and preparing of transmittal for delivery to CENRO's Regional Office and other agencies	Prepared transmittal for sorted documents/ correspondence to be delivered to Regional Office/CENROs and other agencies thru email/courrier	daily
		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Certify documents/correspondence , Clearance sign and number PENRO Special Orders	Certified documents/correspondence , Clearance signed and numbered PENRO Special Orders	daily
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)								
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee   
Date Accomplished \_\_\_\_\_

Verified by the Immediate Supervisor : **MARICEL V. SUPLEO**  
PENRO Accountant

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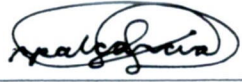
Name: <b>Noeme P. Alcancia</b>					Section: <b>Administrative Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>Management Services Division</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: August 2021</b>								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
<b>A. TARGET- RELATED ACTIVITIES</b>		✓	✓		Communication (Memoranda, Letters, and Special Orders, etc.)	Receiving and Encoding (DATS) of all documents from PENRO/CENRO/Regional Office and other offices etc.	Received and encoded (DATS) documents/correspondence referred to PENRO/CENRO/Regional Office and other concerned personnel/office.	daily
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<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)		✓	✓		Learning Event	Virtual Learning Program and Records Management	Attended Virtual Learning Program and Records Management	3 days
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								

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Name: <b>Noeme P. Alcancia</b>					Section: <b>Administrative Section</b>			
Position: <b>Land Management Officer I</b>					Division: <b>Management Services Division</b>			
<b>MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: September 2021</b>								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (Indicate date and time the document received)	Subject/Activity/Event	Activity Taken (indicate the status of the document/activity)	Time Consumed
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<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			✓		Learning Event	LAMS PLA Cluster Training	Attended LAMS PLA Cluster Training	3 days
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)								

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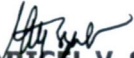
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Name: <b>Noeme P. Alcancia</b>	Section: <b>Administrative Section</b>
Position: <b>Land Management Officer I</b>	Division: <b>Management Services Division</b>

**MONTHLY ACCOMPLISHMENT MONITORING FORM FOR: October 2021**

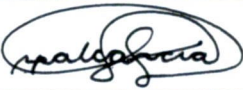
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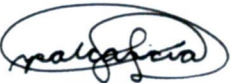
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