B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

on the attainment of t	I, the following t	Reynaldo De Ocampo , of the Largets in accordance with the indicat	Administra ed measure	tive Service of PENRO Orient of the period July to December 1	al Mind er , 202	oro_co	mmit to	REYNAL	DO DE OCAMPO Ratee
Reviewed by:		Date	Approved by:					Date:	
MARICEL V. SUI			Approved by:	NESTOR N. CUASAY In-charge, Management Services	Division			Dute	
1	1 41501	Success Indicators			DIVISION	Rat	ina		
Output		(targets+measures)		Actual Accomplishments	Q1	E2	T3	A4	Remarks
Maccandarial Warks		f Checks Issued and Cancelled delivered to		e of Checks Issued and Cancelled delivered laily with 100% accuracy.		5.000	3.000	4.000	
,	100% of mails del 100% accuracy.	ivered to cooperating agencies within a day with	100% of mails day with 100%	delivered to cooperating agencies within a accuracy.		5.000	3.000	4.000	
	100% of check pa	yments for mandatories delivered on due date	100% of check date	payments for mandatories delivered on due		5.000	3.000	4.000	
Total Over-All Rating						15.000	9.000	12.000	
Final Average Rating						5.000	3.000	4.000	
Adjectival Rating					S	VS	S	VS	
	working working norble for	Elopment Purposes Leaning office p	hl-m pl	n					
Discussed with	Date	Assessed by:		Date		Final	Rating b	y:	Date
REYNAEDO N. DE O C Utility Worker I	AMPO 8 2022	NESTOR N. CUASAY In-charge, Management Services Div	ision	FEB 0 8 2022			NE F. M.	AYPA	FEB 0 8 2022

Name: REYNALDO N. DE OCAMPO	Section: Administrative Unit						
Position: UTILITY WORKER I	Division: Management Services Division						
·							
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July ,2021							

					MUNITELY ACCOM	IPLISHMENT MONITORING FORM for: July	,2021			
	T	уре	1	Nature		Details of th	the Activity			
A. TARGET- RELATED ACTIVITIES	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	Action Taken (indicate the status of the document/activity)	Time Consumed		
Activities			√		Office Building	Maintain cleanliness of Two (2) DENR Office Building	Maintained cleanliness two of (2) DENR Office Building	daily		
D. AFFORT I. AN FOLIO			V		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily		
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily		
	of the targets)		√		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily		
C. OTHER FUNCTIONS DUTIES (other activities related to the Division bu designations, functions a concurrent capacities)	not it other									

Signature of the Employee: REYNALDO N. DE OCAMPO	
Date Accomplished:	

Name: REYNALDO N. DE OCAMPO	Section: Administrative Unit
Position: UTILITY WORKER I	Division: Management Services Division

				M	ONTHLY ACCOMPL	ISHMENT MONITORING FORM for: August	2021			
	Т	уре	T	Nature	I ACCOUNT	Details of the Activity				
A. TARGET- RELATED ACTIVITIES	PBB related	Other regular targets based on WFP	Offic e Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed		
	V		1		IPCR	IPCR rating (January-June, 2021)	Prepared the IPCR with rating for (January-June, 2021) and submit to Personnel Section on August 19, 2021	1 day		
			√		Office Building	Maintain cleanliness of Two (2) DENR Office Building	Maintained cleanliness two of (2) DENR Office Building	daily		
B MTCCELLANEOUS			√		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily		
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily		
			√		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily		
C. OTHER FUNCTIONS DUTIES (other activities related to the Division bu designations, functions a concurrent capacities)	not ut other									

Signature of the Employee:	REYNALDO N. DE OCAMPO
Date Accomplished:	

Name: REYNALDO N. DE OCAMPO	Section: Administrative Unit
	Division: Management Services Division
Todadii Olaatii Olaatii	

MONTHLY ACCOMPLISHMENT MONITORING FORM for: September ,2021											
	Ty	/pe		Nature		Details of the Activity					
A. TARGET- RELATED	PBB related	Other regular targets based on WFP	Offic e Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed			
ACTIVITIES			√		Office Building	Maintain cleanliness of Two (2) DENR Office Building	Maintained cleanliness two of (2) DENR Office Building	daily			
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily			
			√		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily			
			√		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily			
C. OTHER FUNCTIONS DUTIES (other activities related to the Division but designations, functions a concurrent capacities)	s not ut other and										

Signature of the Employee: Date Accomplished:	REVNALOO N. DE OZAMPO
Dute Accompliance.	

Name: REYNALDO N. DE OCAMPO	Section: Administrative Unit
Position: UTILITY WORKER I	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: October ,2021

	Type Nature			Nature		Details of the Activity					
A. TARGET- RELATED	PBB related	Other regular targets based on WFP	Offic e Work	(indicate TO	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed			
ACTIVITIES			√		Office Building	Maintain cleanliness of Two (2) DENR Office Building	Maintained cleanliness two of (2) DENR Office Building	daily			
			√		Checks Advice		Delivered Advice of Checks Issued and Cancelled to Land Bank	daily			
B. MISCELLANEOUS ACTIVITIES (other acti related to the Division or			√		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily			
outside of the targets)			√		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily			
C. OTHER FUNCTIONS DUTIES (other activities related to the Division bu designations, functions a concurrent capacities)	not it other										

Signature of the Employee: REYNALDON. DE OCAMPO Date Accomplished: Verified by the Immediate Supervisor:

Name: REYNALDO N. DE OCAMPO	Section: Administrative Unit
Position: UTILITY WORKER I	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: November ,2021

	Туре		Type Nature		Details of the Activity			
ı	PBB related	Other regular targets based on WFP	Offic e Work	(indicate TO	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
			√		Office Building	Maintain cleanliness of Two (2) DENR Office Building	Maintained cleanliness two of (2) DENR Office Building	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Officutside of the targets)			√		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily
	n activities on or Office		√		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily
			√		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily
C. OTHER FUNCTIONS A DUTIES (other activities in related to the Division but designations, functions and concurrent capacities)	not other							

Signature of the Employee:	RE NALDO N. DE OCAMPO	
Data Assamplished		

Verified by the Immediate Supervisor:

Name: REYNALDO N. DE OCAMPO	Section: Administrative Unit
Position: UTILITY WORKER I	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: December ,2021								
	T)	Гуре Na		Nature	Details of the Activity			
	PBB related	Other regular targets based on WFP	Offic e Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
			√		Office Building	Maintain cleanliness of Two (2) DENR Office Building	Maintained cleanliness two of (2) DENR Office Building	daily
B. MISCELLANEOUS			√		Checks Advice	Deliver Advice of Checks Issued and Cancelled to Land Bank	Delivered Advice of Checks Issued and Cancelled to Land Bank	daily
ACTIVITIES (other activity related to the Division or Control outside of the targets)			√		Outgoing Communication (Memoranda, Letter and Circulars, etc.)	Deliver mails to cooperating agencies	Delivered mails to cooperating agencies	daily
			√		Check Mandatories	Deliver checks of mandatories on due date for payment	Delivered checks of mandatories on due date for payment	daily
C. OTHER FUNCTIONS DUTIES (other activities or related to the Division but designations, functions and concurrent capacities)	not other	7						

Signature of the Employee: Date Accomplished:	REVNALDO N. DE OCAMPO
Dute / lecompilaries	