

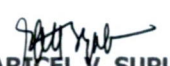

**B. Individual Performance Commitment and Review Form**

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, Reynaldo De Ocampo, of the Administrative Service of PENRO Oriental Mindoro 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.

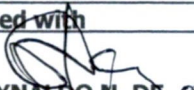


  
**REYNALDO DE OCAMPO**  
 Ratee

Date:

Reviewed by:		Date	Approved by:		Date		
 MARICEL V. SUPLEO			 NESTOR N. CUASAY				
Immediate Supervisor			In-charge, Management Services Division				
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Messengerial Works	100% of Advice of Checks Issued and Cancelled delivered to Land Bank daily with 100% accuracy.	100% of Advice of Checks Issued and Cancelled delivered to Land Bank daily with 100% accuracy.		5.000	3.000	4.000	
	100% of mails delivered to cooperating agencies within a day with 100% accuracy.	100% of mails delivered to cooperating agencies within a day with 100% accuracy.		5.000	3.000	4.000	
	100% of check payments for mandatories delivered on due date	100% of check payments for mandatories delivered on due date		5.000	3.000	4.000	
Total Over-All Rating				15.000	9.000	12.000	
Final Average Rating				5.000	3.000	<b>4.000</b>	
Adjectival Rating			S	VS	S	VS	

**Comments and Recommendations for Development Purposes**

- Hard working  
 - Responsible for cleaning office premises

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
 REYNALDO N. DE OCAMPO		 NESTOR N. CUASAY		 MARY JUNE F. MAYPA	
Utility Worker I	FEB 08 2022	In-charge, Management Services Division	FEB 08 2022	PENRO	FEB 08 2022

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


**MONTHLY ACCOMPLISHMENT MONITORING FORM for: July ,2021**

A. TARGET- RELATED ACTIVITIES	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	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>B. MISCELLANEOUS ACTIVITIES</b> (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
<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:  **REYNALDO N. DE OCAMPO**

Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:

  
**BUENA P. FLORIDA**  
Administrative Officer IV

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

**MONTHLY ACCOMPLISHMENT MONITORING FORM for: August ,2021**

A. TARGET- RELATED ACTIVITIES	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	Action Taken (indicate the status of the document/activity)	Time Consumed
	√		√		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. 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
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Signature of the Employee:  **REYNALDO N. DE OCAMPO**

Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:

  
**BUENA P. FLORIDA**  
Administrative Officer IV



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

**MONTHLY ACCOMPLISHMENT MONITORING FORM for: September ,2021**

A. TARGET- RELATED ACTIVITIES	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	Action Taken (indicate the status of the document/activity)	Time Consumed
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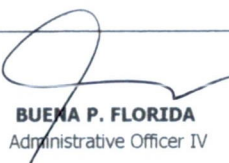
Verified by the Immediate Supervisor:

  
**BUENA P. FLORIDA**  
Administrative Officer IV

Name: REYNALDO N. DE OCAMPO					Section: Administrative Unit			
Position: UTILITY WORKER I					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: October ,2021								
A. TARGET- RELATED ACTIVITIES	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	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 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
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Signature of the Employee:  REYNALDO N. DE OCAMPO  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:

  
**BUENA P. FLORIDA**  
Administrative Officer IV

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

**MONTHLY ACCOMPLISHMENT MONITORING FORM for: November ,2021**

	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	Action Taken (indicate the status of the document/activity)	Time Consumed
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Signature of the Employee:  **REYNALDO N. DE OCAMPO**  
Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:

  
**BUENA P. FLORIDA**  
Administrative Officer IV

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

**MONTHLY ACCOMPLISHMENT MONITORING FORM for: December ,2021**

	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	Action Taken (Indicate the status of the document/activity)	Time Consumed
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Signature of the Employee:  REYNALDO N. DE OCAMPO

Date Accomplished: \_\_\_\_\_

Verified by the Immediate Supervisor:

 BUENA P. FLORIDA

Administrative Officer IV