

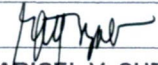
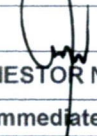
B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, NELSON S. SIKAT, of the DENR-PENRO, Division of Management Services Division/GSS 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


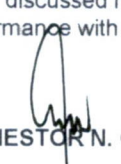

Ratee: NELSON S. SIKAT

Date:

Reviewed by: 	Date:	Approved by: 	Date:
MARICEL V. SUPLEO		NESTOR N. CUASAY	
Chief, Admin & Finance		Immediate Supervisor	

Output	Success Indicators (targets + measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services							
Implementation of Good Governance							
1. Action on Documents/ Requests	100% of referred documents acted upon with (simple documents).	Referred documents (simple documents) acted immediately with 100% accuracy .		5	3	4	
2. Registration of Government Vehicles and Inventory.	12 Government vehicles insured, registered and inventoried at the end of December 2021 and to be accomplished every end of the month.	27 government vehicles insured and registered with 100% accuracy dated: Feb. 3 (3), March 4 (2), June 29 (2) Aug 4 (1), Sept. 3 (13) Nov 25 (6) for CY 2021.	5	4	3	4	
3. Assist in field validation/inspection of Property, Plant and Equipment	1 Inventory of PPE conducted (PENRO and 2 CENROs) with 100% accuracy with report submitted by December	3 Inventory of PPE conducted with report submitted dated September 7, 2021 with 100% accuracy.	5	4	5	4.66	

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

4. Preparation and submission of IPCR	2021. One (1) IPCR commitment based on approved OPCR submitted to the Personnel Unit on prescribed period						Rated on the 1 st Semester of CY 2021
5. Canvassing of supplies and equipment as per request.	100% referred supplies and equipment canvassed and submitted to BAC.	Referred supplies and equipment for canvassing conducted immediately and submitted to BAC with 100% accuracy.		4	3	3.5	
6. Preparation of PENRO PPMP.	PENRO PPMP prepared and submitted before March 15, 2021.						Rated on the 1 st Semester of CY 2021
Total Overall Rating							
Final Average Rating			5	4.25	3.50	4.04	
Adjective Rating						VS	
Comments and Recommendations for Development Purposes							
Responsible in performing his duties and responsibilities.							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
 NELSON S. SIKAT Admin Asst. III	FEB 08 2022	I certify that I discussed my assessment of the performance with the employee  NESTOR N. CUASAY	FEB 08 2022	 MARY JUNE F. MAYPA	FEB 08 2022		
Employee		DMO IV/In-Charge, MSD		PENRO			

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant III	Division: Management Services Division

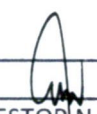
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED			July 14-16 2021		Conduct of Post Qualification	Conduct of Post Qualification	Post Qualification of supplier conducted at Sta. Rosa, Laguna	3 days
					Assist in the preparation of official vehicles for registration	Assist in the preparation of official vehicles subject for insurance and registration.	Assisted in the preparation of official vehicles subject for insurance and registration	3 days
					documentation of PPE	inspection and documentation of PPEs booked at Regl. Office	Report of the status of PPE booked at the Regl Office submitted	5 days
					premium application	consolidation of vehicles for registration	documents for the insurance/premium application prepared	5 days
		Indorsement of Memos			encode and indorse Memos to Regl Office	Memos indorsed to Regional Office and CENROs	Memorandum forwarded to Regional Office and CENROs	daily
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days

Signature of the employee
Date Accomplished


NELSON S. SIKAT

Verified by the Immediate supervisor :


NESTOR N. CUASAY
DMO IV, Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant III	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES				Aug 5-6	Consolidation	Consolidation of Premiums and Registration of PPEs	PPEs consolidated/insured and registered	2 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Report on Bldg Maint	Aug 19-20	Memorandum prepared	Memorandum on the building repair and maintenance	Prepared report and and Indorsement on the repair and maintenance of Office Buildings	2 days
			Registration		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			PAR Report	Aug 26-27	Property Acknowledgement Receipt	PAR report prepared and signed and forwarded to R.O.	PAR report prepared and indorsed to Regional Office	2 days
			Documentation		Action on referred documents	Action on referred documents	Referred documents acted and submitted to MSD	5 days

Signature of the employee
Date Accomplished

NELSON S. SIKAT

Verified by the Immediate supervisor :

NESTOR N. CUASAY
DMO IW/Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant II	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: September 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(Indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memo-randa		Memoranda	Memoranda prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			Assist in PPMP preparation		Assist in PPMP preparation	Assist in PPMP preparation	Assisted in PPMP preparation and submitted to MSD	2 days
			Sep 22-23		Property Acknow- legdgementReceipt	PAR report prepared and signed and forwarded to R.O.	PAR report prepared and indorsed to Regional Office	2 days

Signature of the employee
Date Accomplished

NELSON S. SIKAT

Verified by the Immediate supervisor :

NESTOR N. CUASAY
DMO IV/Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant III	Division: Management Services Division

MONTHLY ACCOMPLISHMENT MONITORING FORM for: October 2021

	Type		Nature		DETAILS OF THE ACTIVITY			
	PBB related	Other regular targets based on WFP	Office Work	Field Work <small>(indicate TO#)</small>	Type of Document/Activity <small>(Indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Referred Memo-randa		Memoranda	Memoranda preparation	Referred Memoranda prepared and submitted to MSD	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			Oct 14-15 26-27	Travel	Reconciliation of PPEs	reconciliation of PPEs	PPEs of CENROs and PENRO partially reconciled	5 days
			PAR report		Property Acknow- legdgementReceipt	PAR report prepared and signed and forwarded to R.O.	PAR report prepared and indorsed to Regional Office	2 days
			BAC docu ments		Post qualifications	Assist in the preparation of Minutes for Post- Qualification Report	Assisted in the preparation of Minutes for Post- Qualification Report	5 days

Signature of the employee
Date Accomplished

NELSON S. SIKAT

Verified by the Immediate supervisor :

NESTOR N. CUASAY
DMO IV/Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant III	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 <small>(indicate TO#)</small>	Type of Document/Activity <small>(indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memo-randa		Referred Memoranda	Action on referred Memoranda	Referred Memoranda prepared and submitted to MSD	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Registra-tion		Insurance and Registration of vehicles	GSIS Insurance and LTO registration of vehicles	Insured and registered vehicles due for January forwarded insurance to GSIS Manila and registration of vehicle at the LTO	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Nov. 10-12	Travel	submission of report	submission of report and get supplies of Enforcement	Submitted report and deliveries of supplies for the Enforcement Unit with corresponding Inventory Custodian Slip duly signed	3 days

Signature of the employee
Date Accomplished


NELSON S. SIKAT

Verified by the Immediate supervisor :


NESTOR N. CUASAY
DMO IV, Chief, MSD

Name: NELSON S. SIKAT	Section: Administrative Section
Position: Admin. Assistant III	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 <small>(indicate TO#)</small>	Type of Document/Activity <small>(Indicate date and time the document received)</small>	Subject/Activity/Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			Memo-randa		Memoranda	Memoranda and Special Orders	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
			Training Reports		reports	indorsement of Trainings attended by employees	prepared 3 indorsement of the submitted Training reports of employees	5 days
			Memo-randa		Memoranda and Special Orders	Memoranda and Special Orders prepared	Documents acted as per Memoranda Tracking Slip forwarded by the MSD for the whole week	5 days
				Travel	processing of document for disposal	to process documents on the disposal of unserviceable equipments of CENRO-Roxas	processed documents needed for the disposal of equipments at CENRO-Roxas	3 days
			RFQ Canvassing		Canvassing of Quotations	Canvass of quotations of prospective suppliers (for BAC proceedings)	canvassed quotations of prospective suppliers for BAC proceedings	5 days
			Dec 9-10	Travel	inventory of PPE	conduct of inventory of PPE	Conducted inventory of PPE at CENRO-Socorro	2 days
			Dec 15-17	Travel	inventory of PPE	conduct of inventory of PPE	Conducted inventory of PPE at CENRO-Roxas and CENRO-Roxas	2 days

Signature of the employee
Date Accomplished


NELSON S. SIKAT

Verified by the Immediate supervisor :


NESTOR N. CUASAY
DMO IV/Chief, MSD