

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARIA SENFROSA D. SAYSE**, of the **CENRO-ROXAS** of PLANS AND SUPPORT 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:  
Date:

MARIA SENFROSA D. SAYSE

Reviewed by:	Date:	Approved by:	
ARABELLE JOY V. TAMAYOSA		ALMA E. GIBE	
Immediate Supervisor/ In Charge, Admin		Head of Office	OIC-CENRO

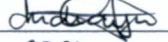
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating				
			Q1	E2	T3	A4	
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES</b>							
	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 20, 2021						
	One (1) IPCR (commitment) based on approved SPMS guidelines to be submitted to Admin Section on prescribed period						
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt	100% of documents acted upon with no revision need 3 working days for simple documents and 7 days for complex documents upon receipt		5.000	5.000	5.000	
<b>NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM</b>							
<b>ADAPTIVE CAPACITIES OF HUMAN COMMUNITIES AND NATURAL SYSTEMS IMPROVED (Environment and Natural Resources Resiliency Program)</b>							
Watershed Characterization	Gather relevant data based on FMB Technical Bulletin No. 16-A and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assessment with report submitted to Chief, Conservation and Development Section by the end of September 2021	Gathered relevant data based on FMB Technical Bulletin No. 16-A and prepare documentation on the conduct of Watershed Characterization with Vulnerability Assessment with report submitted to Chief, Conservation and Development Section on December 9, 2021		4.500	1.670	3.085	
Total Overall Rating			0.000	9.500	6.670	8.085	
Final Average Rating			0.000	4.750	3.335	4.043	
Adjectival Rating			<b>VERYS SATISFACTORY</b>				
Comments and Recommendations for Development Purposes <i>Her expertise in records management. Recommended for training on Land mgmt. records.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
MARIA SENFROSA D. SAYSE Admin. Aide VI Employee	FEB. 03, 2022	ARABELLE JOY V. TAMAYOSA In-Charge, Admin Supervisor	FEB 07 2022	ALMA E. GIBE OIC-CENRO Head of Office	FEB 07 2022		

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

Name: MARIA SENFROSA D. SAYSE	Section: Planning and Programming Section
Position: ADMINISTRATIVE AIDE VI	Division: Planning and Management 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 (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
<b>A. TARGET- RELATED ACTIVITIES</b>								
<b>B. MISCELLANEOUS ACTIVITIES</b> (other activities related to the Division or Office outside of the targets)			√		E-mail	Any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
			√		Memorandum	Receiving of incoming communications	Constant checking of incoming communication that needed report, action of for information purposes only	daily
			√		Memorandum	Checking of certifications	Constant checking of certifications to be released	daily
<b>C. OTHER FUNCTIONS AND DUTIES</b> (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Document	Allocation Book	Constant arranging and encoding of allocation book	daily
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day

Signature of the Employee:   
Date Accomplished: JULY 30, 2021

Verified by the Immediate Supervisor: ARABELLE JOY V. TAMAYOSA 


Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section			
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management 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
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√		E-mail	Any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action of for information purposes only	daily
			√		Memorandum	Receiving of incoming communications	Constant checking of incoming communication that needed report, action of for information purposes only	daily
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C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)			√		Document	Allocation Book	Constant arranging and encoding of allocation book	daily
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day

Signature of the Employee:   
Date Accomplished: AUGUST 31, 2021

Verified by the Immediate Supervisor: ARABELLE JOY V. TAMAYOSA 




Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section			
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management 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 (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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			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day

Signature of the Employee:   
Date Accomplished: SEPTEMBER 30, 2021

Verified by the Immediate Supervisor: ARABELLE JOY V. TAMAYOSA 

Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section			
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management 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 (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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			√		Document	Carpeta	Constant arranging and scanning of carpeta	daily
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day

Signature of the Employee:   
Date Accomplished: OCTOBER 29, 2021

Verified by the Immediate Supervisor: ARABELLE JOY V. TAMAYOSA 

Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section			
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management 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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			√		Document	Carpeta	Constant arranging and scanning of carpeta	daily
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day

Signature of the Employee: 

Date Accomplished: NOVEMBER 29, 2021

Verified by the Immediate Supervisor: ARABELLE JOY V. TAMAYOSA 



Name: MARIA SENFROSA D. SAYSE					Section: Planning and Programming Section			
Position: ADMINISTRATIVE AIDE VI					Division: Planning and Management 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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			√		Document	Carpeta	Constant arranging and scanning of carpeta	daily
			√		Document	Client Satisfaction Survey	Consolidation of documents for the submission of CSS monthly	1 day

Signature of the Employee:   
Date Accomplished: DECEMBER 31, 2021

Verified by the Immediate Supervisor: ARABELLE JOY W. TAMAYOSA 