

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **VENICE ANGELA D. VIROS**, ADMINISTRATIVE OFFICER I (RECORDS OFFICER) of the **CENRO-Roxas, Or. 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**.

Ratee:
Date:

Jahir
VENICE ANGELA D. VIROS

Reviewed by: ARABELLE JOY V. TAMAYOSA In Charge, Admin		Date:	Approved by: ALMA E. GIBE OIC-CENRO		Date:	
OUTPUT	Success Indicators (Targets+Measures)	Actual Accomplishments	Rating			
			Q1	E2	T3	A4
General Administration and Support						
Implementation of Good Governance	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 OPCR submitted to Admin Section for January to December 2021					
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 with 100% accuracy	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt with 100% accuracy		3.000	3.000	3.000
Land Survey, Disposition and Records Management						
	100% records (lot status) verified upon request of clients with 30 minutes with 100% accuracy	100% records (lot status) verified upon request of clients with 15 minutes with 100% accuracy		5.000	2.000	3.500
	100% of residential Free Patent Application register, allocate, index and assign application number within 3 hours with 100% accuracy	100% of residential Free Patent Application register, allocate, index and assign application number within 1 hour with 100% accuracy		5.000	5.000	5.000
	100% carpeta for residential free patent applications transmitted to PENRO with 100% accuracy	100% carpeta for residential free patent applications transmitted to PENRO with 100% accuracy		5.000	5.000	5.000
Other Cross-Cutting Indicator						
	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by 3rd of December 2021	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by December 31, 2021		4.500	2.800	3.650
Total Overall Rating			0.000	22.500	17.800	20.150
Final Average Rating		Final Rating by:	0.000	4.500	3.560	4.030
Adjectival Rating			VERY SATISFACTORY			
Comments and Recommendations for Development Purposes: <i>Need more training on records management.</i>						
Discussed with	Date	Assessed by:	Date			
<i>Jahir</i> VENICE ANGELA D. VIROS Administrative Officer I (Records Officer) Employee	FEB 17 2022	I certify that I discussed my assesment of the performance with the employee ARABELLE JOY V. TAMAYOSA In-charge, Admin. Unit	FEB 18 2022	ALMA E. GIBE OIC, CENRO	FEB 21 2022	

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

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					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
			✓		records certification	records certification requested by clients	certified records requested by internal and external clients	daily
			✓		communication	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		communication	provide documents/correspondence requested by internal and external clients	provided documents/correspondence requested by internal and external clients	daily
			✓		records	records	managed and maintained records	daily
			✓		Individual Performance Commitment and Review Form (IPCR)	Submit the IPCR with rating to Administrative Section for the period of January to June 2021	Submitted the IPCR with rating to Administrative Section for the period of January to June 2021	1 day

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>	✓		Communication	Receiving and Encoding (DATS) of all documents from PENRO and other offices	Received and encoded (DATS) documents/correspondence referred to CENRO	daily
	✓		Communication	Sorting of documents/correspondence and preparing transmittal for delivery to PENRO and other offices	Prepared transmittal for sorted documents/correspondence to be delivered to PENRO and other offices	daily
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but of other designations, functions and concurrent capacities)</i>						

Signature of the Employee:



Date Accomplished:

July 30, 2021

Verified by the Immediate Supervisor:


 ARABELLE JOY V. TAMAYOSA
 In-charge, Admin Unit

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					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
			✓		records certification	records certification requested by clients	certified records requested by internal and external clients	daily
			✓		communication	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		communication	provide documents/correspondence requested by internal and external clients	provided documents/correspondence requested by internal and external clients	daily
			✓		records	records	managed and maintained records	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Communication	Receiving and Encoding (DATS) of all documents from PENRO and other offices	Received and encoded (DATS) documents/correspondence referred to CENRO	daily

B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	✓		Communication	Sorting of documents/correspondence and preparing transmittal for delivery to PENRO and other offices	Prepared transmittal for sorted documents/correspondence to be delivered to PENRO and other offices	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						


Signature of the Employee:



Date Accomplished:

August 31 2021


Verified by the Immediate Supervisor:


ARABELLE JOY V. TAMAYOSA
 In-charge, Admin Unit

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					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
			✓		records certification	records certification requested by clients	certified records requested by internal and external clients	daily
			✓		communication	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		communication	provide documents/correspondence requested by internal and external clients	provided documents/correspondence requested by internal and external clients	daily
			✓		records	records	managed and maintained records	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Communication	Receiving and Encoding (DATS) of all documents from PENRO and other offices	Received and encoded (DATS) documents/correspondence referred to CENRO	daily

B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	✓		Communication	Sorting of documents/correspondence and preparing transmittal for delivery to PENRO and other offices	Prepared transmittal for sorted documents/correspondence to be delivered to PENRO and other offices	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						

Signature of the Employee:



Date Accomplished:

September 30, 2021

Verified by the Immediate Supervisor:


ARABELLE JOY V. TAMAYOSA
 In-charge, Admin Unit

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					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
			✓		records certification	records certification requested by clients	certified records requested by internal and external clients	daily
			✓		communication	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		communication	provide documents/correspondence requested by internal and external clients	provided documents/correspondence requested by internal and external clients	daily
			✓		records	records	managed and maintained records	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Communication	Receiving and Encoding (DATS) of all documents from PENRO and other offices	Received and encoded (DATS) documents/correspondence referred to CENRO	daily

B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)	✓		Communication	Sorting of documents/correspondence and preparing transmittal for delivery to PENRO and other offices	Prepared transmittal for sorted documents/correspondence to be delivered to PENRO and other offices	daily
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but of other designations, functions and concurrent capacities)						

Signature of the Employee:



Date Accomplished:

October 31, 2021

Verified by the Immediate Supervisor:


ARABELLE JOY V. TAMAYOSA
 In-charge, Admin Unit

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: November 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
			✓		records certification	records certification requested by clients	certified records requested by clients	daily
			✓		communication	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		records	records	managed and maintained records	daily
			✓		Residential Free Patent Applications	Receive, Verify, Post and Index Residential Free Patent Applications	Received, Verified, Posted and Indexed Residential Free Patent Applications	1 day
			✓		Certification from Records	Prepare certification from records as to be attached to the residential free patent applications	Prepared certification from records as to be attached to the agricultural free patent application and residential free patent applications	1 day

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>						
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but of other designations, functions and concurrent capacities)</i>						

Signature of the Employee:



Verified by the Immediate Supervisor:


ARABELLE JOY V. TAMAYOSA
 In-charge, Admin Unit

Date Accomplished:

November 30, 2021

Name: VENICE ANGELA D. VIROS					Section: Administrative Unit			
Position: Administrative Officer I (Records Officer)					Division:			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 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
			✓		records certification	records certification requested by clients	certified records requested by clients	daily
			✓		communication	Act upon the papers/documents/communications	Acted upon the papers/documents/communications upon receipt with partial revision, seven (7) working days for simple documents and fifteen (15) days for complex documents	daily
			✓		records	records	managed and maintained records	daily
			✓		Residential Free Patent Applications	Receive, Verify, Post and Index Residential Free Patent Applications	Received, Verified, Posted and Indexed Residential Free Patent Applications	1 day
			✓		Certification from Records	Prepare certification from records as to be attached to the residential free patent applications	Prepared certification from records as to be attached to the agricultural free patent application and residential free patent applications	1 day

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>						
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the Division but of other designations, functions and concurrent capacities)</i>						


Signature of the Employee:



Date Accomplished:

December 29, 2021

Verified by the Immediate Supervisor:


ARABELLE JOY V. TAMAYOSA
 In-charge, Admin Unit