




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I Maria Paz C. Capitan, Records Officer/PSU Records of the DENR-CENRO San Jose 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


MARIA PAZ C. CAPITAN
Employee

Reviewed by:	Date:	Approved by:	Date
 KANIMATHICKAL Immediate Supervisor		 EFRENE DELOS REYES PENRO/CENRO	

- 5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Unsatisfactory
1-Poor
- 

P/A/P	Success Indicator (Targets + Measure)	Actual Accomplishment	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
General Administration Support and Services							
1 General Services Administration							
a. Records Management and Documentation	Supervised receiving of documents through E-DATS Tracking System, with 80% accuracy, for CENRO's referral from July to December 2021 within 15 minutes upon receipt of document/s.	Supervised received 1,384 documents through E-DATS Tracking System, with 100% accuracy, for CENRO's referral from July to December 2021 within 8 minutes upon receipt of document/s.		4.000	4.000	4.000	
b.1. Handling written communication	<div>Supervised and managed of outgoing communication and transmittal of documents to PENRO, with 80% accuracy, weekly and/or upon availability of the carrier.</div> <div>Reviewed Freedom of Information (FOI) quarterly accomplishment report, following the prescribed form with 80% accuracy, submitted to regional office thru CENRO via e-mail every 18th day of the last month of each quarter.</div>	<div>Supervised and managed 700 outgoing communication and transmittal of documents to PENRO, with 100% accuracy, weekly and/or upon availability of the carrier from July to December 2021.</div> <div>Reviewed 223 documents of Freedom of Information (FOI) quarterly accomplishment report, following the prescribed form with 100% accuracy, submitted to Regional Office thru CENRO via e-mail every 15th day of the last month of each quarter from July to December 2021.</div>		5.000	4.500	4.750	
b. 2. Records Managed/Maintained	Managed and maintained all records with proper labeling in organized folder to ensure cleanliness and orderliness, with 80% accuracy within 20 minutes per document/carpeta.	Managed and maintained all records with proper labeling in organized folder to ensure cleanliness and orderliness, with 100% accuracy within 10 minutes per document/carpeta from July to December 2021		5.000	4.500	4.750	

b. 3. Receiving, numbering and recording of all Public Land application	Received, numbered, recorded and verified Public Land application from DPLI, with 80% accuracy, within 2.5 hours per application.	Received, numbered, recorded and verified 46 Public Land application from DPLI, with 100% accuracy, within 1.2 hours per application from July to December 2021		5.000	3.000	4.000	
b. 4. Conduct Lot Verification of all Land Application For Patent Processing of lands personnel	Verified land application received from DPLI, for records certification and issuance of entry number with 80% accuracy, within 30 minutes, per application for patent processing of lands personnel.	Verified 55 land application received from DPLI, for records certification and issuance of entry number with 100% accuracy, within 18 minutes, per application for patent processing of lands personnel from July to December 2021		5.000	4.000	4.500	
b.5. Issuance of Records Certification, Authentication of Documents and numbering of Special Order	Issued certification for the release of lot Title at Registry of Deeds, authenticated records document upon request of customers and numbered Special Order issued by officer-in-Charge, with 80% accuracy, within 5 hours.	Issued certification 130 for the release of lot Title at Registry of Deeds, authenticated records document upon request of customers and 46 numbered Special Order issued by OIC-CENRO, with 100% accuracy, within 1.5 hours from January to June, 2021.		4.000	4.000	4.000	
2. Court appearance	Appeared and provided documents and testimonies, with 80% accuracy, at the Regional and Municipal Trial Courts, based on Subpoena received, as scheduled	Appeared 1 court hearing and provided 34 documents and testimonies, with 100% accuracy, at the Regional and Municipal Trial Courts, based on Subpoena received, as scheduled from July to December 2021.		5.000	5.000	5.000	
Good Governance							
1. IPCR with rating from January to June 2021	Prepared IPCR with rating from January to June 2021 following the prescribed format with one or two minor error submitted to PSU on December 8, 2021.	Prepared IPCR with rating from January to June 2021 following the prescribed format with one or two minor error submitted to PSU on December 3, 2021.		5.000	5.000	5.000	
2. IPCR Target from January 2022 to December 2022.	Prepared IPCR Target from January to December 2022 following the prescribed format with one or two minor error, submitted to PSU, on December 08, 2021.	Prepared IPCR Target from January to December 2022 following the prescribed format and, submitted to PSU, on December 03, 2022.		4.000	5.000	4.500	
5.Updated Personal Data Sheet (PDS)	Prepared updated PDS on January 03, 2022 using the prescribed format with one or two minor error and submitted to PSU on January 8, 2022.	Prepared updated PDS on January 03, 2021 using the prescribed format and submitted to PSU on January 04, 2022.		5.000	5.000	5.000	
6. Flag Raising Ceremony	Attended Flag Ceremony and Convocation every Monday at 8:00 in the morning and Flag lowering every Friday at 4:00 in the afternoon.	Attended Flag Ceremony and Convocation every Monday at 8:00 in the morning and Flag lowering every Friday at 4:00 in the afternoon.		3.000	5.000	4.000	
7. Daily Time Record (DTR)	Submission of Monthly Daily Time Record (DTR) to PSU every 3rd day of succeeding month following the prescribed format.	Submission of Monthly Daily Time Record (DTR) to PSU every 1st day of succeeding month following the prescribed format.	3.000	5.000	4.000		

Human Resource Intervention											
A. Trainings/Seminar/Workshops/Learning Event		To attend Trainings/Seminar/Workshops/Learning Event as per instruction of Central, Regional or PENRO Special Order from July to December 2021 as need arises.		Attended Orientation on the Salient Features of R.A. 9262 (Anti-VAWC Act) and R.A. 11313 (Safe Spaces Act) and Introduction to Basic Self-Defense Techniques as part of the 18 Days Campaign to End Violence Against Women On December 8, 2021 as per CENRO S.O. No. 70 s 2021		COM		PLIA		NT	
Support to Operations											
Documents for Action		Acted documents/ orders referred by supervisor within three (3) days upon receipt on simple documents and 7 days for complex documents with one or two minor error (in compliance with DENR Citizens Charter 2019 process flows, RA 11032 or EODB and the Civil Service Commission and Anti-Red Tape Act Regulation)		Acted 100% documents/ orders with 100% accuracy referred by supervisor within one (1) day upon receipt on simple documents and 3 days for complex documents with no error (in compliance with DENR Citizens Charter 2019 process flows, RA 11032 or EODB and the Civil Service Commission and Anti-Red Tape Act Regulation).		3,000		5,000		5,000	
Total Overall Rating											
Final Average Rating										4.501	
Adjectival Rating		Assessed by:		Final Rating by:		Very Satisfactory					
Comments and Recommendation for Development purposes		I certify that I discussed my assessment of the performance of the employee		Date						Date	
Discussed with:		MARIA PAZ C. CAPITAN Employee		Date							
		KARINA TRICIA D. SY Immediate Supervisor								EFFREN L. DELOS REYES OIC, CENRO	

Legend

1 - Quality

2 - Efficiency

3 - Timeless

4 - Average

with valuable experience in needs management, especially land needs. Certain thorough supervision of the work system.