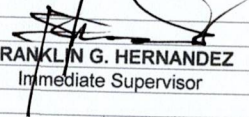
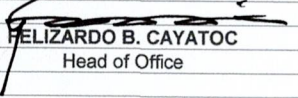


B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **IRENE A. MIXDON** of the **DENR-PENRO**, Section of **OFFICE OF THE PENRO/IEC Unit** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY TO JUNE 2022**.


IRENE A. MIXDON
Ratee

Reviewed by:	 FRANKLIN G. HERNANDEZ Immediate Supervisor	Date	Approved by:	 FELIZARDO B. CAYATOC Head of Office	Date		
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
1. Remind the PENRO/Officer-In-Charge of the scheduled meetings/appointments.	6 meetings/appointments duly noted at the board every month and reminded the PENRO/OIC 2-3 hours before the scheduled meeting with 100% accuracy.	9 meetings/appointments every month duly noted at the board and reminded the PENRO/OIC 1 hour before the scheduled meeting with 115% accuracy.	4.000	3.000	3.000	3.333	
2. Retrieval of e-mails and fax message received from Central/Regional Office and CENROs.	20 emails/fax message received/retrieved on the 30th day of every month with 100% efficiency.	365 emails/fax message received/retrieved on the 13th day of every month with 115% efficiency.	4.000	4.000	4.000	4.000	
3. Transmit e-mails/fax message received from Central/Regional Office and CENROs.	20 emails/fax message transmitted every month to the Central/Regional Office, CENROs and other offices with 100% efficiency.	260 emails/fax message transmitted 13th day of every month of Central/Regional Office, CENROs and other offices	4.000	4.000	4.000	4.000	
4. Preparation of accomplishment report of the Office of the PENRO.	1 report submitted to Planning Section every 22nd day of the month with 100% accuracy.	1 report on the 18th day of the month submitted to the Planning Section with 115% accuracy.	3.000	4.000	4.000	4.333	
5. Exhibits to showcase ENR programs and success stories installed/participated (no.)	1 Exhibit to showcase ENR programs and success stories installed/participated with 100% efficiency.	7 Exhibit to showcase ENR programs and success stories installed/participated with 115% efficiency.	4.000	4.000	4.000	4.000	
6. Celebration of National Statistics Month (NSM) Tarpaulins/streamers prepared and displayed throughout the month of October	Celebration of National Statistics Month (NSM) Tarpaulins/streamers prepared and displayed throughout the month of October with 100% efficiency.	Celebration of National Statistics Month (NSM) Tarpaulins/streamers prepared and displayed throughout the month of October with 100% efficiency.					To be accomplished on the 3rd/4th Quarter of CY 2020
7. Streamers/billboards/signages/tarpaulins installed.	7 Streamers/billboards/signages/tarpaulins installed.	4 Streamers/billboards/signages/tarpaulins installed with 100% efficiency.					To be accomplished on the 3rd/4th Quarter of CY 2020
8. Lectures on Environmental Education conducted with reports submitted.	2 Lectures on Environmental Education conducted with reports submitted with 100% efficiency.	Lectures on Environmental Education conducted with reports submitted with 100% efficiency.					To be accomplished on the 3rd/4th Quarter of CY 2020
9. Special Events Celebration coordinated/conducted (no.)	6 Special Events Celebration coordinated/conducted.	12 Special Events Celebration coordinated/conducted with 100% efficiency.	4.000	4.000	4.000	4.000	
10. Radio program aired DENR special events	1 Radio program and 1 TV show aired for DENR special events with 100% efficiency.	1 Radio program and 1 TV show aired for DENR special events within the 1st and 2nd quarter of CY 2022 with 115% efficiency.	3.000	4.000	4.000	4.333	

12. Submission of July to December 2021 IPCR.	Submission of IPCR for the period of July to December 2021 with 100% efficiency.	Submitted IPCR form with ratings for the period of July to December 2021 on the 1st week of January with 130% efficiency.	3.000	4.000	3.000	3.333	
13. Submission of January to December 2021	Submission of IPCR for the period of January to December 2022 with 100% efficiency.	Submitted IPCR commitment form for the period of January to December 2022 on the 1st week of January with 130% efficiency.	3.000	3.000	3.000	3.000	
14. Submission of SALN	Submission of SALN as of December 31, 2021 with 100% efficiency.	Submitted SALN as of December 31, 2021 on January 5, 2021 100% efficiency.	3.000	4.000	3.000	3.333	
15. Newsletter published on website and disseminated at the sectors/units	6 Newsletter published on website and disseminated at the PENRO sectors/units with 100% efficiency.	6 Newsletter published on website and disseminated at the PENRO sectors/units with 100% efficiency.					
16. Retrieval and transmittal of 8888 e-mails and document CENROs and other concerned stakeholders and acted within 72 hours upon receipt.	10 emails and documents received/retrieved from 8888 hotlines, PACC, PCC, Aksyon Kalikasan and DENR Action Center acted within 72 hours upon receipt within the 1st and 2nd Quarter of CY 2022 with 100% efficiency.	25 emails and documents received/retrieved from 8888 hotlines, PACC, PCC, Aksyon Kalikasan and DENR Action Center and acted within 72 hours upon receipt and within the 1st and 2nd Quarter of CY 2022 with 115% efficiency.	4.000	3.000	4.000	3.667	
17. Record and release of documents signed and acted by the PENR Officer/OIC through Enhanced Document Tracking System (eDATS)	75 signed/acted documents recorded and released to concerned sector through Enhanced Document Tracking System (eDATS) every end of the month with 100% accuracy.	370 signed/acted documents by the PENR Officer 3 days before the end of the month recorded and released to Enhanced Document Tracking System (eDATS) concerned sector every end of the month with 100% accuracy.	4.000	3.000	3.000	3.333	
18. Answer incoming calls.	Answered incoming calls atleast after 2 rings with utmost courtesy all the time with 100% efficiency.	Answered incoming calls atleast after 2 rings with utmost courtesy all the time with 100% efficiency.					
			TOTAL RATING	43.000	44.000	43.000	44.666
			FINAL AVERAGE RATING	4.300	4.400	4.300	4.333
			ADJECTIVE RATING	VS			
Comments and Recommendations for Development Purposes							
Very satisfactory. Strongly recommended for promotion to next item/position.							
Discussed with	Date	Assessed by	Date	Final Rating by:	Date		
IRENE A. MIXDON Employee		FRANKLIN G. HERNANDEZ Chief, Management Services Division		FELIZARDO B. CAYATOC Head of Office			

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