


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **NOEME P. ALCANCIA**, of PENRO, Oriental Mindoro, of General Records 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 **January to December 2023**.

Ratee: **NOEME P. ALCANCIA**

Date: **APR 17 2023**

Reviewed by:	Date	Approved by:	Date
	APR 27 2023	 MARICEL V. SUPLEO Chief, Management Service Division	APR 27 2023

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating			Remarks	
			Q1	E2	T3	A4	
ACTIONS ON DOCUMENTS/REQUESTS	100% of documents/correspondence received and encoded (DATS) and forwarded to the PENR Officer/other concerned personnel upon receipt with 100%accuracy						
	100% of documents/correspondence sorted, prepared transmittal/mails for delivery to CENRO's, Regional Office and other agencies upon receipt with 100% accuracy						
	100% documents/correspondence certified, Clearance signed and numbered PENRO Special Orders upon receipt with 100% accuracy						

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

	100% of documents requested by personnel were provided on time upon request thereof with 100% accuracy					
Submission of Individual SALN	One SALN submitted to the personnel unit within the prescribed time with 100% accuracy					
Submission of IPCR	One (1) commitment based on approved OPCR submitted to the Chief MSD thru the Chief Adm. And Finance on the prescribe period Two (2) IPCR with rating submitted on prescribed period July to December 2022 January to June 2023					
Attendance to Meetings/Workshops and Seminars	100% attendance to meetings/workshop as scheduled with reports submitted to PENRO within prescribed time with 100% accuracy					
Total Over All Rating						
Final Average Rating						
Adjectival Rating						
Comments and Recommendations for Development Purposes						
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date	
		I certify that I discussed my assessment of the performance with the employee				
NOEME P. ALCANCIA		MARICEL V. SUPLEO		ALAN L. VALLE		
Employee		Chief, Management Service Division		OIC, PENRO		