

B. Individual Performance Commitment and Review Form



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, GIL D. BAGATUA, of the DENR-PENRO, Oriental Mindoro, Division of General Administration and Support Services 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 – DECEMBER 2023.


GIL D. BAGATUA

Ratee

Date: **APR 25 2023**

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

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services	100% of assigned official travel acted upon Assisted in loading and unloading of office supplies, materials and baggages on time 100% of Office assigned Vehicle maintained at good running condition (serviceable) on time 1 SALN submitted to Personnel Unit on Feb. 28, 2023						

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

Preparation and Submission of IPCR	<p>One (1) IPCR commitment based on the approved OPCR submitted to the Personnel Unit on April 30, 2023</p> <p>Two (2) IPCR with Rating prepared and submitted to Administrative Unit</p> <ol style="list-style-type: none"> 1. IPCR with rating (July to December 2022) on prescribed period 2. IPCR with rating (January to June 2023) submitted on prescribed period 						
Total Overall Rating							
Final Average Rating							
Adjective Rating							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
<p>GIL D. BAGATUA Admin. Aide IV (Driver)</p>		<p>I certify that I discussed my assessment of the performance with the employee</p> <p>MARICEL V. SUPLEO Chief, Management Services Division</p>		<p>ALAN L. VALLE OIC-PENRO</p>			
Employee		Supervisor		Head of Office			