

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **MARILYN S. CASPE**, of DENR-PENRO, Oriental Mindoro, **Planning 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**

*M. Caspe*  
**MARILYN S. CASPE**  
Ratee

Date: **APR 25 2023**

Reviewed by:	Date:	Approved by:	Date:
<i>Corazon E. Pudiquet</i> <b>CORAZON E. PUDIQUET</b>	<b>APR 27 2023</b>	<i>Maricel V. Supleo</i> <b>MARICEL V. SUPLEO</b>	
Planning Officer III/Chief, Planning Section		Chief, Management and Services Division	
Immediate Supervisor		Supervisor	<b>APR 27 2023</b>

MFO/PAP	SUCCESS INDICATORS (targets + measures)	Actual Accomplishment	Rating				Remarks
			Quantity	Quality	Timeliness	A4	
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES</b>							
<b>Implementation of Good Governance Conditions</b>	100% submission of SALN to Personnel Unit on February 28, 2024.						
	Submission of one (1) rated IPCR submitted to the Personnel Unit on January to June 2023 - 2 days before the deadline July - Dec. 2022 -1 days before the prescribed period						
	Submission of One (1) IPCR Commitment based on the approved DPCR to the Personnel Unit on April 30, 2022.						
	100% Monitoring of documents/vouchers thru Data Tracking System (DATS) within (5) minutes per documents upon receipts and forwarded to Office of the PENRO/Chief, MSD and Budget Section.						

	100% Prepare of Minutes of Meeting of Full Time Delivery Unit (FDU ) and submitted to the Chief Planning Section 5 days after the meeting.						
<b>Client Survey Satisfaction (Focal Person)/Encoder</b>	100% Client Survey Satisfaction Survey Forms consolidated and encoded into ArcGIS 123 with 100% accuracy by the end of December 2023.						
<b>Collection of Revenues</b>	100% Consolidated Monthly Revenue Income Collection Report and submitted to Regional Office thru google sheet 3 days upon receipt of CENROs report.						
<b>Gender and Development (Head Secretariat)</b>	100% of Gender and Development (GAD) reports consolidated and submitted to GAD Focal Person 5 days upon receipt of CENROs report.						
<b>Actions on Documents/Request/Instruction</b>	Documents acted upon receipt.						
	- simple documents - 7 working days upon receipt.						
	- complex documents - 15 working days upon receipt.						
	100% of external clients served (Officer of the day every Wednesday).						
<b>Final Average Rating</b>							
<b>Adjectival Rating</b>							
Comments and Recommendations for Development Purposes:							
		I certify that I discussed my assessment of performance with the employee.					
<b>MARILYN S. CASPE</b>		<b>MARICEL V. SUPLEO</b>		<b>ALAN L. VALLE</b>			
Adm. Assistant I/Computer Operator I		Chief, Mgt. Services Division		PENRO			
<b>Employee</b>		<b>Supervisor</b>					