




B. Individual Performance Commitment and Review Form**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, **Myla Gemma P. Gamboa**, of **DENR PENR Office, Oriental Mindoro, General Services 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 December 2023**.


MYLA GEMMA P. GAMBOA
 Ratee

Date: **APR 25 2023**

Reviewed by:	Date:	Approved by:	Date:
 NESTOR N. CUASAY In-charge, GSU	APR 27 2023	 MARICEL V. SUPLEO Chief, Management Services Division	APR 27 2023

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Preparation of Property Acknowledgement Receipt (PAR)	100% of Property Acknowledgement Receipt (PAR) prepared and issued with report prepared and submitted to In-charge, GSU on December 15, 2023						
Submission of Report on Physical Count of Property, Plan and Equipment (RPCPPE) to COA	1 Report on Physical Count of Property, Plant and Equipment (RPCPPE) prepared and submitted to In-charge GSU by the end of January 2023						
	1 PPE Disposal Plan prepared and submitted to the In-charge, GSU on June 15, 2023						
	1 Inventory and Inspection report of unserviceable property (IIRUP) prepared and submitted to the In-charge-GSU on March 15, 2023						
	1 Disposal and Appraisal Committee meeting conducted with report submitted on September 15, 2023						
Insurance Coverage of Properties	28 vehicles registered and insured on December 15, 2023						
	8 Buildings/ Office/ Other Structures and its content insured on December 15, 2023						
Maintenance and Repair of Properties	28 vehicles maintained and repaired on December 15, 2023						
	93 Office equipment maintained including furnitures and fixtures on December 15, 2023						
	4 Generator set maintained on December 15, 2023						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Submission of PPMP-CSE	1 PPMP - Common Office Supplies and Equipment prepared and submitted to In-charge, GSU on prescribed period						
Submission of PPMP-NonCSE	1 PPMP - Non-Common Office Supplies and Equipment prepared and submitted to In-charge, GSU on prescribed period						
Sustained compliance with COA Audit Findings	50% of total audit recommendations (prior and current) fully implemented as shown in COA CAAR Status of implementation of Prior Years' Recommendations on December 1, 2023						
L&D Intervention	100% of permanent employees provided a L&D Intervention with Learning Report consolidated and submitted to Chief, MSD on December 31, 2023						
IMPLEMENTATION OF GOOD GOVERNANCE							
Submission of Statement of Assets and Liabilities and Networth (SALN)	One (1) Statement of Assets, Liabilities and Networth (SALN) based on Section 8 of RA 6713 prepared and submitted to Administrative Officer IV (HRMO II) on February 28, 2023						
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to Administrative Officer IV (HRMO II) on April 30, 2023						
	Two (2) IPCR with rating prepared and submitted to Administrative Officer IV (HRMO II)						
	1 - IPCR with rating (July to December 2022) submitted on prescribed period						
	2 - IPCR with rating (January to June 2023) submitted on prescribed period						
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days for simple documents and 15 days for complex documents upon receipt						
Attendance to Meetings/ Workshops/ Conference	100% of meetings/ workshops/ conference attended with report submitted 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences						
OTHER CROSS CUTTING INDICATORS							
Streamlining and Process Improvement of Critical Services (SPICS)	100% of external clients served within the standard set in the Citizen's Charter (Sale of Bidding Documents within 30 minutes standard time)						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date	Final Rating:		Date:	
MYLA GEMMA P. GAMBOA FTII/In-charge Property/HRD Staff		I certify that I discussed my assessment of the performance with the employee.					
		MARICEL V. SUPLEO Chief, Management Services Division		ALAN L. VALLE OIC-PENRO			