



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

I, Ma. Christine Dimaano-Gardoce, of DENR PENRO Calapan City, Oriental Mindoro, Division of Administrative Unit to 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 2023 to December 2023.

**MA. CHRISTINE DIMAANO- GARDOCE**

Ratee

Date: **APR 25 2023**

<b>Reviewed by:</b> 		<b>Date:</b> <b>APR 27 2023</b>		<b>Approved by:</b> 		<b>Date:</b>	
<b>BUENA P. FLORIDA</b> Immediate Supervisor				<b>MARICEL V. SUPLEO</b> Chief, Management Services Division		<b>APR 27 2023</b>	
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
<b>General Administration and Support Services</b>							
Preparation of Contracts	80 contracts prepared and submitted to personnel officer for review on July 15, 2023						
Preparation and Processing of emoluments and other payments due to personnel	43 Salary payroll prepared and submitted to personnel officer for review on December 15, 2023						
Process Retirement/ Terminal Benefits (Compulsory/Mandatory)	4 Terminal leave submitted to personnel officer on December 15, 2023						
Submission of Annual Procurement Plan - Common Use Supplies and Equipment (APP/CSE) to DBM PS	One (1) PPMP prepared and submitted to personnel officer for review on September 15, 2023						
Implementation of Good Governance conditions	1 Statement of Assets, Liabilities and Networth (SALN) prepared and submitted to Chief Administrative Section on February 28, 2023.						
	100% of SALN of CENRO Socorro personnel reviewed and submitted to Chief Management Services Division on prescribed period						
	100% certification of leave credits prepared and submitted to Chief Administrative Section on prescribed period						
	1 IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to Administrative Unit on prescribed period						
	2 Rated IPCRs (July to December 2022 and January to June 2023 and submitted to Administrative Unit on prescribed period						

	100% of IPCR of CENRO Socorro personnel reviewed and submitted to Chief, Management Services Division on prescribed period					
<b>Actions on Documents/Requests</b>						
	100% of referred documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt by the office.					
<b>Other Cross Cutting Indicators</b>	100% filled-out CSS forms of Administrative Section external clients submitted to CSS Focal person on prescribed period.					
<b>Attendance to meetings/workshops</b>	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/workshop/conferences.					
<b>Total Overall Rating</b>			0.000	0.000	0.000	
<b>Final Average Rating</b>			0.000	0.000	0.000	
<b>Adjectival Rating</b>					<b>VS</b>	
<b>Comments and Recommendations for Development Purposes</b>						
<b>Discussed with</b>	<b>Date</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Rating by:</b>		<b>Date</b>
		I certify that I discussed my assessment of the performance with the employee.				
<b>MA. CHRISTINE DIMAANO-GARDOCE</b>		<b>MARICEL V. SUPLEO</b>		<b>ALAN L. VALLE</b>		
FOREST RANGER (PA)		Chief, Management Services Division		OIC-PENRO		