



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

I, Cedrick M. Masongsong, of DENR PENR Office, Oriental Mindoro, Administrative 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**.


CEDRICK M. MASONGSONG

Ratee

Date: **APR 25 2023**

Reviewed by: 	Date: APR 27 2023	Approved by: 	Date: APR 27 2023
BUENA P. FLORIDA Administrative Officer IV (HRMO II)		MARICEL V. SUPLEO Chief, Management Services Division	

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
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						
	100% Statement of Assets, Liabilities and Networth (SALN) of CENRO Roxas personnel reviewed 3 days upon receipt and forwarded to Chief, MSD						
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						
	100% IPCR with rating (July to December 2022) of CENRO Roxas personnel reviewed 3 days upon receipt and forwarded to Chief MSD						
	100% IPCR with rating (January to June 2023) of CENRO Roxas personnel reviewed 3 days upon receipt and forwarded to Chief MSD						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Preparation of NOSA/ NOSI	100% Notice of Salary Adjustment (NOSA) of all personnel prepared and submitted to Administrative Officer IV (HRMO II) by the end of March 2023						
	100% Notice of Step Increment (NOSI) prepared and submitted to Administrative Officer IV (HRMO II) 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						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date	Final Rating:		Date:	
CEDRICK M. MASONGSONG Administrative Aide VI		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			