


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, RONALDO L. SUAREZ, Information Systems Analyst of DENR- PENRO, Oriental Mindoro Planning and Management 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.

RONALDO L. SUAREZ
Information Systems Analyst II

Date: **APR 25 2023**

Reviewed by: <i>[Signature]</i> CORAZON E. RUDIQUE Chief, Planning and Management Section	Date: APR 27 2023	Approved by: <i>[Signature]</i> MARICELYN SUPLEO Chief, Management Services Division	Date: APR 27 2023				
				 <ul style="list-style-type: none"> 5.0 - Outstanding 4.0 - 4.99 - Very Satisfactory 3.0 - 3.99 - Satisfactory 2.0 - 2.99 - Unsatisfactory 1.0 - 1.99 - Poor 			
P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Implementation of Good Governance conditions	Submission of SALN to PENRO based on Section 8 of RA 6713 on the prescribed period						
	One (1) IPCR commitment based on the approved OPCR submitted to PENRO on the prescribed period Two (2) rated IPCR submitted to Personnel Unit on the prescribed period July-December 2022 January-June 2023						
	100% of Procurement Process participated specially in the review of Bid Documents eligibility, screening and evaluation of Bid Documents and Post Qualification screening						
Actions on Documents/Requests	100% of documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt						
Attendance to Meetings/Workshops/Conferences	100% meeting/workshops/conferences with reports submitted 7 working days after attendance in local meetings/workshops/conferences						

P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks	
			Q1	E2	T3	A4		
SUPPORT TO OPERATIONS								
Data Management including Information Systems Development and Maintenance	100% of maintained functional databases and Information Systems with report submitted to the Regional Office every 5th day after the end of each quarter 1 Network infrastructure maintained with 90% uptime with report submitted every 5th day of the following month 100% of ICT related technical assistance provided and acted within 3 working days with consolidated monthly report submitted every 5th day of the following month							
Aerial Documentation & Monitoring of DENR Projects/Programs/Activities	100% of request/instruction for aerial documentation of various DENR projects/activities acted upon with reports submitted 5 days after the conduct of activity							
Average Rating:								
CATEGORY		OUTPUT	Rating					
Total Overall Rating								
Final Average Rating								
Adjectival Rating								
Comments and Recommendations for Development Purposes								
Discussed with:		Assessed by:		Final Rating:				
RONALDO L. SUAREZ Information Systems Analyst II	Date:	MARICEL V. SUPLEO Chief, Management Services Division	Date:	ALAN L. VALLE OIC-PENR Officer				
Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average								