



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MA.KRISTINE V. ROJAS-TOLENTINO, of the DENR-PENRO, Oriental Mindoro, under the Management Services Division 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 – DECEMBER 2023.

MA.KRISTINE V. ROJAS-TOLENTINO

Rated
Date: **APR 25 2023**

Reviewed by:	Date	Approved by:	Date
 NESTOR N. CUASAY In-Charge, GSU	APR 27 2023	 MARICEL V. SUPLEO Chief, Admin and Finance Section	APR 27 2023
Immediate Supervisor		Immediate Supervisor	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services Preparation of Property Acknowledgement Receipt (PAR) Insurance Coverage of Property Maintenance and Repair of Properties	100% of procured property with acquired cost (AC) Php 50,000.00 above. Property Acknowledgement Receipt (PAR) prepared on December 15, 2023 Assisted on the registration and insurances of 28 vehicle by on December 15, 2023 Prepared documents for maintenance and repair of 28 vehicle on December 15, 2023 Prepared documents for the maintenance of office equipment on December 15, 2023						

IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average

Implementation of Good Governance Preparation and Submission of IPCR	100% submitted of SALN to DENR Personnel Unit before Feb. 28, 2023 One (1) IPCR commitment based on the approved OPCR submitted to the Personnel Unit on prescribed period Two (2) IPCR with Rating prepared and submitted to In-Charge Administrative Unit 1. IPCR with rating (July to December 2022) submitted on prescribe period. 2. IPCR with rating (January to June 2023) submitted on prescribe period. 100% Job Request / Purchase Request, receive/record 3mins upon receipt 100% RFQ number and issue 10mins upon receipt 100% BAC documents receive and file upon receipt							
Total Overall Rating								
Final Average Rating								
Adjective Rating								
Comments and Recommendations for Development Purposes								
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date			
MA. KRISTINE V. ROJAS Forest Ranger		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				
		Supervisor		Head of Office				

IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average