
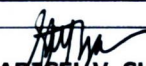
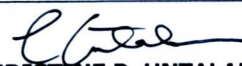


**B. Individual Performance Commitment and Review Form**

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, **CHRISTINE R. UNTALAN**, of the Admin and Finance Section of **PENRO Oriental Mindoro** 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**.

  
**CHRISTINE R. UNTALAN**  
 Administrative Aide VI  
 Date: **APR 25 2023**

<b>Reviewed by:</b>		<b>Date</b>	<b>Approved by:</b>		<b>Date</b>		
 <b>CEEJAY G. CRUZ</b> Cashier I		<b>APR 27 2023</b>	 <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 &amp; Support Services</b>							
Submission of Disbursement Report	12 Disbursement Report prepared - RADA by the end of December 2023						
	12 Disbursement Report prepared - RCI every 10th day of the month						
Disbursement of Collection	100% checks/ LDDAP prepared and forwarded to Cashier, Chief MSD/ PENRO for signing within 45 minutes						
	12 Monthly Report of Collections prepared every 10th day of the succeeding month						
	60 Remittances check prepared/ delivered to bank by the end of December 2023						
	100% Advice of Checks issued and cancelled (ACIC) prepared by the end of December 2023						
Implementation of Good Governance	100% submission of SALN to Admin Unit based on Section 8 of RA 6713 on February 28, 2023						
Actions on Documents/ Requests	100% of documents acted upon with partial/ minor revision need 7 working days simple documents and 15 days for complex documents upon receipt						
<b>Total Over-All Rating</b>							
<b>Final Average Rating</b>							
<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>		
 <b>CHRISTINE R. UNTALAN</b> Administrative Aide VI		<b>MARICEL V. SUPLEO</b> Chief, Management Services Division		<b>ALAN L. VALLE</b> OIC-PENR Officer			
Legend: 1- Quantity    2- Efficiency    3- Timeliness    4- Average							