

B. Individual Performance Commitment and Review Form

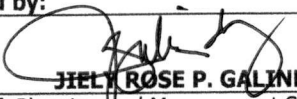
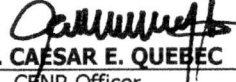
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Maria Senfosa D. Sayse, of DENR CENRO Roxas, Oriental Mindoro, Regulation and Permitting 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**.


MARIA SENFOSA D. SAYSE

Ratee

Date: **APR 25 2023**

Reviewed by:  JIEL ROSE P. GALINDEZ Chief, Planning and Management Support Section		Date: APR 26 2023	Approved by:  ENGR. CAESAR E. QUEBEC CENR Officer		Date: APR 26 2023		
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 In-charge, Administrative Unit on January 9, 2023						
Evaluation of Personnel Performance	One (1) IPCR (Commitment) based on approved SPMS guidelines prepared and submitted to In-charge, Administrative Unit on April 30, 2023						
	Two (2) IPCR with rating prepared and submitted to In-charge, Administrative Unit						
	1 - IPCR with rating (July to December 2022) submitted on February 8, 2023						
	2 - IPCR with rating (January to June 2023) submitted on July 15, 2023						
Actions on Documents	100% official documents transmitted to PENRO within a week						
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						
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Residential Free Patent	100% of residential free patent applications scanned and encoded within 1 hour upon receipt						
Agricultural Free Patent	100% of agricultural free patent applications scanned and encoded within 1 hour upon receipt						

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Water Permit Application	Assist, check and review requirements in the acceptance of four (4) water permit applications upon receipt						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date	Assessed by:	Date	Final Rating:		Date	
MARIA SENFROSA D. SAYSE Administrative Aide VI/ Assistant Records Officer		I certify that I discussed my assessment of the performance with the employee.		ENGR. CAESAR E. QUEBEC			
		JIELY ROSE P. GALINDEZ Chief, Planning and Management Support Section		CENR Officer			