

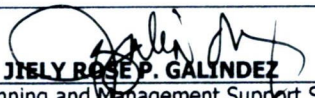
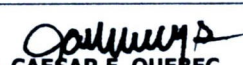
B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, Venice Angela D. Viros, of DENR CENRO Roxas, Oriental Mindoro, Planning and Management Support Section to 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**.


VENICE ANGELA D. VIROS
 Ratee

Date: **APR 25 2023**

Reviewed by:		Approved by:	Date
 JHELLY ROSE P. GALINDEZ Chief, Planning and Management Support Section	APR 26 2023	 ENGR. CAESAR E. QUEBEC CENR Officer	APR 26 2023

Chief, Planning and Management Support Section		Supervisor		Rating				Remarks
Output	Success Indicators (targets+measures)	Actual Accomplishments	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/ 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							
	a. Certification of No Records/Appeal/Motion for reconsideration issued 1 hour upon receipt of request							
	b. Document Authentication for General Documents							
	1. 1-20 pages- issued 1 hour and 45 minutes upon receipt of request							
	2. 21-50 pages- issued 2 hours and 15 minutes upon receipt of request							
	3. 51-100 pages- issued 3 hours and 15 minutes upon receipt of request							
	4. 200+ pages- issued 1day and 15 minutes upon receipt of request							
	c. Certification of Lot status and/or Certification of Survey Claimant							
	1. Without issue - issued 1 day upon receipt of request							
	2. With issue/s - issued 4 days upon receipt of request							

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
	d. Issuance of Survey Authority issued 3 days, 4 hours and 5 minutes (or more depending on the location and size of the area) upon receipt of request						
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 received, registered, allocated, indexed and assigned application number within 2 hours upon receipt						
Agricultural Free Patent	100% of agricultural free patent applications received, registered, allocated, indexed and assigned application number within 2 hours upon receipt						
	100% of carpeta transmitted to PENRO 3 days upon receipt						
OTHER CROSS CUTTING INDICATORS							
	100% compliance of the four (4) updated Freedom of Information (FOI) requirements to the updated Freedom of Information (FOI) requirements based on PCOO requirements by 3rd week of December 2023						
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Comments and Recommendations for Development Purposes							
Discussed with:	Date	Assessed by:	Date	Final Rating:		Date	
VENICE ANGELA D. VIROS		I certify that I discussed my assessment of the performance with the employee. JIELY ROSE P. GALINDEZ		ENGR. CAESAR E. QUEBEC			
Administrative Officer I (Records Officer I)		Chief, Planning and Management Support Section		CENR Officer			