

B. Individual Performance Commitment and Review Form

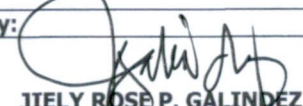

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

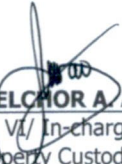
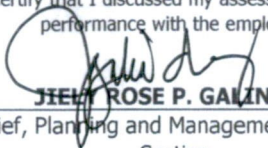

I, Dale Melchor A. Alagao, of DENR CENRO Roxas, Oriental Mindoro, Planning and Management Support Section, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2022**.

DALE MELCHOR A. ALAGAO

Ratee

Date:

Reviewed by:  JIELY ROSE P. GALINDEZ Chief, Planning and Management Support Section		Date:	Approved by:  ENGR. CAESAR E. QUIBEC CENRO Officer		Date:		
P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Evaluation of Personnel Performance	2 - IPCR with rating (January to June 2022) submitted on July 15, 2022	2 - IPCR with rating (January to June 2022) submitted on July 18, 2022		3.000	2.500	2.750	
Maintenance and Repair of Property	Eight (8) vehicles maintained and repaired with report prepared and submitted to Chief, PMSS 7 days before the end of the quarter	Eight (8) vehicles maintained and repaired with report prepared and submitted to Chief, PMSS 3 days before the end of the quarter		5.000	5.000	5.000	
	100% office equipment maintained and repaired including generator set, furnitures and fixtures with report prepared and submitted to Chief, PMSS 7 days before the end of the quarter	100% office equipment maintained and repaired including generator set, furnitures and fixtures with report prepared and submitted to Chief, PMSS 3 days before the end of the quarter		5.000	5.000	5.000	
	Three (3) office buildings maintained and repaired with report prepared and submitted to Chief, PMSS 7 days before the end of the quarter	Three (3) office buildings maintained and repaired with report prepared and submitted to Chief, PMSS 7 days before the end of the quarter		5.000	5.000	5.000	
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	100% of documents acted upon with partial/ minor revision need 4 working days for simple documents and 10 days for complex documents upon receipt		5.000	5.000	5.000	
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	100% of meetings/ workshops/ conference attended with report submitted 3 working days after attendance in local (inter- agency) and 7 working days in foreign meetings/ workshops/ conferences			5.000	5.000	
NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM							
Management of Caves and Cave Resources Cave Assessment and Classification	100% documentation report on the conduct of cave assessment prepared and submitted to Chief, CDS on September 10, 2022	100% documentation report on the conduct of cave assessment prepared and submitted to Chief, CDS on August 25, 2022	3.000	5.000	5.000	5.000	
Total Overall Rating			3.000	28.000	32.500	32.750	
Final Average Rating			3.000	4.667	4.643	4.679	
Adjectival Rating			VERY SATISFACTORY				

P/A/Ps	Performance Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Rating:		Date:	
 DALE MELCHOR A. ALAGAO Admin Aide VI/ In-charge, GSU and Property Custodian	JAN 31 2023	I certify that I discussed my assessment of the performance with the employee.  JIEL ROSE P. GALINDEZ Chief, Planning and Management Support Section	JAN 31 2023	 ENGR. CAESAR E. QUEBEC CENR Officer		JAN 31 2023	