

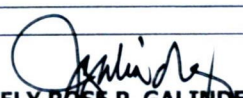
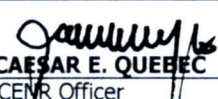
**B. Individual Performance Commitment and Review Form**

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM**

I, Maria Senfrosa D. Sayse, 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**.

  
**MARIA SENFROSA D. SAYSE**  
 Ratee

Date:

|  |              |  |              |
|--|--------------|--|--------------|
| <b>Reviewed by:</b>  | <b>Date:</b> | <b>Approved by:</b>  | <b>Date:</b> |
| <br><b>JIELY ROSE P. GALINDEZ</b><br>Chief, Planning and Management Support Section |              | <br><b>ENGR. CAESAR E. QUEBEC</b><br>CENR Officer |              |

| P/A/Ps | Performance Indicators<br>(targets+measures) | Actual Accomplishments | Rating   |         |            |         | Remarks |
|--------|--|------------------------|----------|---------|------------|---------|---------|
|        |  |                        | Quantity | Quality | Timeliness | Average |         |

**GENERAL ADMINISTRATION AND SUPPORT SERVICE**


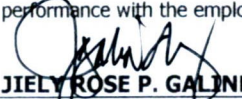

|   |   |   |       |       |       |       |  |
|---|---|---|-------|-------|-------|-------|--|
| Evaluation of Personnel Performance           | IPCR with rating (January to June 2022) submitted on July 15, 2022  | Submitted IPCR with rating (January to June 2022) on July 18, 2022  |       | 4.000 | 2.598 | 3.299 |  |
| Actions on Documents                          | 100% official documents transmitted to PENRO within a week  | 100% official documents transmitted to PENRO within a week  | 5.000 | 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 30 working days in foreign meetings/ workshops/ conferences |       |       | 5.000 | 5.000 | Frontline Course Orientation on Gender and Development |

**NATURAL RESOURCES CONSERVATION AND DEVELOPMENT PROGRAM**

|                             |  |  |                          |              |              |              |  |
|-----------------------------|--|--|--------------------------|--------------|--------------|--------------|--|
| Residential Free Patent     | 100% of residential free patent applications scanned and encoded within 1 hour upon receipt  | 100% of residential free patent applications scanned and encoded within 1 hour upon receipt  |                          | 5.000        | 5.000        | 5.000        |  |
| Agricultural Free Patent    | 100% of agricultural free patent applications scanned and encoded within 1 hour upon receipt | 100% of agricultural free patent applications scanned and encoded within 1 hour upon receipt |                          | 5.000        | 5.000        | 5.000        |  |
| <b>Total Overall Rating</b> |  |  | <b>5.000</b>             | <b>4.750</b> | <b>4.520</b> | <b>4.660</b> |  |
| <b>Final Average Rating</b> |  |  | <b>4.732</b>             |              |              |              |  |
| <b>Adjectival Rating</b>    |  |  | <b>VERY SATISFACTORY</b> |              |              |              |  |

**Comments and Recommendations for Development Purposes**

Recommended for ENR Trainings, She performed her duties & responsibilities

|   |                    |  |                    |  |                    |
|---|--------------------|--|--------------------|--|--------------------|
| <b>Discussed with:</b>  | <b>Date</b>        | <b>Assessed by:</b>  | <b>Date</b>        | <b>Final Rating:</b>   | <b>Date</b>        |
| <br><b>MARIA SENFROSA D. SAYSE</b><br>Administrative Aide VI/<br>Assistant Records Officer | <b>JAN 31 2023</b> | I certify that I discussed my assessment of the performance with the employee.<br><br><b>JIELY ROSE P. GALINDEZ</b><br>Chief, Planning and Management Support Section | <b>JAN 31 2023</b> | <br><b>ENGR. CAESAR E. QUEBEC</b><br>CENR Officer | <b>JAN 31 2023</b> |