

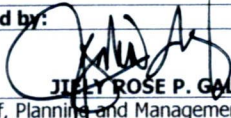

B. Individual Performance Commitment and Review Form

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 **July to December 2022**.

VENICE ANGELA D. VIROS
Ratee

Date:

Reviewed by:  JIRELY ROSE P. GALINDEZ Chief, Planning and Management Support Section		Approved by:  ENGR. CAESAR E. QUEBEZ CENR Officer		Date:			
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION AND SUPPORT SERVICE							
Evaluation of Personnel Performance	Two (2) IPCR with rating prepared and submitted to In-charge, Administrative Unit			5.000	5.000	5.000	
	IPCR with rating (January to June 2022) submitted by the end of July 2022	IPCR with rating prepared and submitted to In-charge, Administrative Unit		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 no revision need 3 working days for simple documents and 7 days for complex documents upon receipt		5.000	5.000	5.000	
	a. Certification of No Records/Appeal/Motion for reconsideration issued 1 hour upon receipt of request	a. Certification of No Records/Appeal/Motion for reconsideration issued 1 hour upon receipt of request		5.000	3.000	4.000	
	b. Document Authentication for General Documents	b. Document Authentication for General Documents		5.000	3.000	4.000	
	1. 1-20 pages- issued 1 hour and 45 minutes upon receipt of request	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	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	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	4. 200+ pages- issued 1day and 15 minutes upon receipt of request					
	c. Certification of Lot status and/or Certification of Survey Claimant	c. Certification of Lot status and/or Certification of Survey Claimant		5.000	3.000	4.000	
	1. Without issue - issued 1 day upon receipt of request	1. Without issue - issued 1 day upon receipt of request					
	2. With issue/s - issued 4 days upon receipt of request	2. With issue/s - issued 4 days upon receipt of request					
	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	d. Issuance of Survey Authority issued 1 day (or more depending on the location and size of the area) upon receipt of request		5.000	5.000	5.000	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Quantity	Quality	Timeliness	Average	
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 7 working days after attendance in local (inter- agency) and 30 working days in foreign meetings/ workshops/ conferences			4.000	4.000	
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	100% of residential free patent applications received, registered, allocated, indexed and assigned application number within 1 hour 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 agricultural free patent applications received, registered, allocated, indexed and assigned application number within 1 hour upon receipt					
	100% of carpeta transmitted to PENRO 3 days upon receipt	100% of carpeta transmitted to PENRO 1 day 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 2022	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 2022		5.000	3.000	4.000	
Total Overall Rating				40.000	36.000	40.000	
Final Average Rating				5.000	4.000	4.444	
Adjectival Rating				VERY SATISFACTORY			
Comments and Recommendations for Development Purposes <i>Performed her duties & responsibilities as Record Officer</i>							
Discussed with:	Date	Assessed by:	Date	Final Rating:	Date		
<i>li</i> VENICE ANGELA D. VIROS Administrative Officer I (Records Officer I)	JAN 31 2023	I certify that I discussed my assessment of the performance with the employee. <i>[Signature]</i> JIELY ROSE P. GALINDEZ Chief, Planning and Management Support Section	JAN 31 2023	<i>[Signature]</i> ENGR. CAESAR E. QUEBEC CEMR Officer	JAN 31 2023		