


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)


I, **ROSEMARIE F. RODRIGUEZ**, Administrative Assistant II of DENR MIMAROPA Region, Administrative Division 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**.


ROSEMARIE F. RODRIGUEZ
Date: **FEB 28 2023**

Reviewed by:	Date:	Approved by:	Date:
 MICHELLE B. TUJAN OIC-Chief Records Section	FEB 28 2023	ROSARIO C. GULMATICO Chief, Administrative Division	

Outstanding	130% and above	5
Very Satisfactory	115% - 129%	4
Satisfactory	90% - 114%	3
Needs Mentoring	51% - 89%	2
Needs Development	50% and below	1

OUTPUT	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
GENERAL ADMINISTRATION AND SUPPORT	Implementation of Good Governance Conditions	SALN submitted to DENR Personnel Section, Admin. Division based on Section 8 of RA 6713 on February 28, 2023					1st sem target
	IPCR commitment based on the approved DPCR submitted to Personnel Section by end of April 2022						1st sem target
	One (1) Learning and Development intervention with report submitted 15 days after attendance in prescribed standard format by the end of December 2022						with attended training on first sem - Awareness program on ISO 9001:2015 QMS
Actions on Documents/Requests	100% documents acted upon with partial minor/major revision upon receipt depending on documents simple - 3 days complex - 7 days highly technical - 20 days	Prepared/drafted 23 request for certification and 2,412 documents acted, recorded/updated in RDATS with partial minor /major revision upon receipt depending on documents simple - 3 days complex - 7 days highly technical - 20 days	4	4.5	4	4.500	
Attendance to Meetings/Workshops/Conferences	100% attendance to meetings/workshops/conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings/workshops/conferences	100% attendance to a meetings of Records Section personnel for the adoption of the monthly Performance Monitoring Tool as part of the Prime HRM Institutionalization Process	4.5	4.5	4.5	4.000	
SUPPORT TO OPERATIONS							
Data Management including Information Systems Development and Maintenance	100% maintained functional databases and Information Systems with reports submitted to the Planning and Management Division-ICT on the prescribed period	100% of the database (DATS, RSO, RMO and Travel order), Systems are working and operational as per coordination with ICT-PMD	5	4.5	4	4.000	
Formulation and Monitoring of ENR Sector Policies, Plans, Programs and Projects	100% Monthly Accomplishment Reports (MAR) based on targets compliant to prescribed format submitted to the Planning and Management Division every 28th day of the month	Submitted 6 Journals as monthly accomplishment Report (MAR) based on targets compliant to prescribed format	4	4.5	4	4.500	

OUTPUT ,		Success Indicators (targets+measures)		Actual Accomplishments		Rating				Remarks	
						Q ¹	E ²	T ³	A ⁴		
OTHER CROSS CUTTING INDICATORS											
QMS Implementation		QMS Activities: * Preparation or updating of ROAAP as need arises * Participation in CSS Online Survey * Internal Audit assessment * Intensive QMS Trainings/meetings for awarness and preparation		QMS Activities: * Participated in the preparation/updating of ROAAP * Participation in CSS Online Survey on December 12, 2022 * Prepared and participated Internal Audit assessment * QMS training		4	5	4.5	4.000		
Streamlining and Process Improvement of Critical Services (SPICS)		100% of external clients served within the standards set in the Citizen's Charter submitted on the prescribed timeline (semi-annual) to Planning and Management Division		Assisted/recorded /consolidated reports on the status of Streamlining Efforts for 1st Sem CY 2022 of the Administrative Division's External Services per Updated Citizens Charter		4	4	4	4.000		
Freedom of Information		100% compliance of the four (4) updated Freedom of Information (FOI) requirements based on the Presidential Communications Operations Office (PCOO) requirements by 3rd week of January 2023		Assisted rendered/consolidated quarterly FOI reports for CY 2022			4	4	4.000		
OTHERS (NON-PBB INDICATOR)											
Handling written communications		Documents/ correspondences received and recorded in RDATS (no.)		2,412 Documents/ correspondences received and recorded in RDATS		4.5	4.5	4.5	4.500		
		Submission of duly accomplished monthly Daily Time Record (DTR) 7 days upon receipt for review and approval of the Chief, AD.		Daily accomplished Monthly Daily time Record (DTR) submitted within 3-5 days upon receipt for review and approval of the Chief, AD		4.5	5	5	4.500		
		Attendance every Monday Convocation and Friday Flag Retreat/Lowering.		Attended every Monday Convocation and Friday Flag Retreat/Lowering.		4.5	5	5	4.500		
Clean-Up of Workplace		100% of workplace cleaned up every last Friday of the month		100% of workplace cleaned up every last Friday of the month		5	5	5	4.500		
Final Average Rating						4.273					
Comments and Recommendations for Development Purposes											
Discuss with:		Date		Assessed by:		Date		Final Rating by:		Date	
		FEB 28 2023		I certify that I discussed my assessment of the performance with the employee.		FEB 28 2023				28-Feb-23	
ROSEMARIE F. RODRIGUEZ				MICHELLE E. TUYAN				ROSARIO C. GULMATICO			
Employee				OIC-Chief, Records Section				Chief, Administrative Division			
Legend 1 - Quantity		2 - Efficiency		3 - Timeliness		4 - Average					