

**NATIONAL IRRIGATION ADMINISTRATION**  
Strategic Performance Management System (SPMS)  
Individual Performance Commitment and Review (IPCR)  
PANGASINAN IRRIGATION MANAGEMENT OFFICE

I, **MARC BRYAN O. DUZON**, Data Encoder of **ADMINISTRATIVE & FINANCE SECTION, PANGASINAN IMO**, 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 JUNE, 2021**.

**MARC BRYAN O. DUZON**  
Ratee

**JAN 0 2 2021**  
Date

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**ENGR. GAUDENCIO M. DE VERA**  
Division Manager, Pangasinan IMO

**JAN 0 2 2021**

**ENGR. ANGELITO MIGUEL**  
Regional Manager A

**JAN 0 2 2021**

MFO/PAP (1)	SUCCESS INDICATOR (TARGETS + MEASURES) (2)	ACTUAL ACCOMPLISHMENTS (3)	RATING				REMARKS (5)
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	

**STRATEGIC PRIORITY / THEMES**

<b>CORE FUNCTIONS (70%)</b>	100% of all requirements (Certificate of Employment, Employee Records, etc.) acted upon within time frame	100% (33 records) of all requirements (Certificate of Employment, Employee Records, etc.) were prepared accurately one (1) working day of receipt of employee's request	4.50	3.00	4.50	4.00	
	100% Assist in checking/evaluating of documentary requirements to support appointments	Assisted in checking/evaluating the completeness and authenticity of documentary requirements 100% (18 requirements) thoroughly one (1) working day upon receipt to support appointments	4.50	3.00	4.50	4.00	
	120 Electronic-based data/records/documents are filed and maintained	360 data Electronic-based data/records/documents were filed and maintained properly one (1) working day upon receipt	4.50	5.00	4.50	4.67	
	50 MCs, memos, information materials disseminated within two (2) days upon receipt	63 information materials MCs, memos, information materials were disseminated within one (1) day upon receipt	4.50	4.50	4.50	4.50	
	100% of communications to and from the office are recorded and filed	100% (11 communications) of communications to and from the office were recorded and file properly within the day upon receipt	4.50	3.00	4.50	4.00	
	Send Receive 600 documents properly thru Computerized Document Tracking System within the day	1637 Documents were sent and received properly thru Computerized Document Tracking System upon receipt of the document/s	4.50	5.00	4.50	4.67	
	4 to be submitted reports on deadline (IPCR, PDS, etc)	6 reports submitted accurately within one (1) working day before the deadline	4.50	5.00	4.50	4.67	

**Total Rating (Core Functions 70%)**


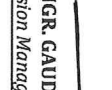

4.50

4.07

4.50

4.36

3.05

MFO/PAP	SUCCESS INDICATOR (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
(1)	(2)	(3)	(4)	(5)			
SUPPORT FUNCTIONS (30%)	Act as 100% effective Secretariat of the Document Information Team - ISO Core Team	Acted as 100% effective Secretariat of the Documented Information Team - ISO Core Team	4.75	3.00		3.88	
	Act as 100% effective Unit Document Controller of the Administrative Unit	Acted as 100% effective Unit Document Controller of the Administrative Unit	4.70	3.00		3.85	
	Perform other related functions from time to time	Other related functions were performed from time to time.	4.75	4.75	4.75	4.75	
Total Rating (Support Functions 30%)			4.73	3.58	4.75	4.36	1.31
FINAL AVERAGE RATING							
Comments and Recommendations for Development Purposes							
Discussed with:							
 <b>MARC BRYAN O. DUZON</b> <i>Data Encoder</i>		Date:	JUL 0 1 2021		Assessed by:	 <b>ENGR. GAUDENCIO M. DE VERA</b> <i>Division Manager A, Pangasinan IMO</i>	
 <b>ENGR. ANGELITTO B. MAGUEL</b> <i>Regional Manager A</i>		Date:	JUL 0 1 2021		Final Rating by:	JUL 0 1 2021	
Legend: <div style="display: flex; justify-content: space-between;"> <div>             Q<sup>1</sup> - Quality              E<sup>2</sup> - Efficiency              T<sup>3</sup> - Timeliness              A<sup>4</sup> - Average           </div> <div>             Rating Scale:              Numerical              5.00              4.00 - 4.99              3.00 - 3.99              2.00 - 2.99              1.00 - 1.99           </div> <div>             Adjectival              - Outstanding (O) - target exceeded by 30%              - Very Satisfactory (VS) - target exceeded by 15% to 29 %              - Satisfactory (S) - met 100% to 114% target              - Unsatisfactory (US) - only met 51% to 99 % target              - Poor (P) - failed to deliver most target by 50% and below           </div> </div>							