

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

I, DANIEL U. LEAÑO, CLERK PROCESSOR D, ENGINEERING 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 APRIL 10 JUNE, 2021.

D. Leaño
DANIEL U. LEAÑO
Ratee

APR 19 2021
Date

Reviewed by: _____ Date: _____ Approved by: _____ Date: _____

ENG. GAUDENCIO M. DE VERA
Division Manager A, Pangasinan IRO
MFO/PAP

APR 19 2021

ENG. ANGELITO S. MIGUEL
Regional Manager A

APR 19 2021

STRATEGIC PRIORITY/THEMES	GOAL	MEASURE	ACTUAL ACCOMPLISHMENTS	Q ¹	E ²	F ³	A ⁴	REMARKS
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CORE FUNCTIONS (70%)

1. Encoded various (2) reports, (8) transmittals and (1) correspondence.	4.50	4.00	4.50	4.33	
2. Reproduced/Scanned 50 various reports and documents of Planning Unit.	4.50	5.00	5.00	4.83	
3. Tabbed 30 files and records of the Planning Unit	5.00	5.00	5.00	5.00	
4. Maintained Chief of Engineering Section office files and records	4.50	4.00	4.50	4.33	
Total Rating (Core Functions 70%)				4.62	4.62*70= 3.24

SUPPORT FUNCTIONS (30%)

1. Assisted in preparing (5) Turn Over Documents of various completed projects.	4.50	4.00	4.50	4.33	
2. Assisted and consolidated data needed and submitted ahead of time.	5.00	5.00	5.00	5.00	
3. Prepared and encoded 100% accomplished ahead of time.	5.00	5.00	5.00	5.00	
4. All reports prepared and encoded 100% and submitted ahead of time.	5.00	5.00	5.00	5.00	
Total Rating (Support Functions 30%)				4.83	4.83*30= 1.45

FINAL GRADE RATING 4.69 **VERY SATISFACTORY**

Comments and Recommendations for Development Purposes

Discussed with: _____ Date: _____ Assessed by: _____ Date: _____

I certify that I discussed my assessment of the performance with the employee.

D. Leaño
DANIEL U. LEAÑO
Clerk Processor D

JUL 01 2021

ENG. GAUDENCIO M. DE VERA
Division Manager A, Pangasinan IRO

JUL 01 2021

ENG. ANGELITO S. MIGUEL
Regional Manager A

JUL 01 2021

Legend:
Q¹ - Quality
E² - Efficiency
F³ - Timeliness
A⁴ - Average

Rating Scale:
Numerical
5.00
4.00 - 4.99
3.00 - 3.99
2.00 - 2.99
1.00 - 1.99
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