NATIONAL IRRIGATION ADMINISTRATION

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

I, **SHAIRA MAE M. SISON, DATA ENCODER , 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 **JANUARY TO JUNE 2022**.

SHAIRA MAE M. SISON	**0 3 JAN 2022**
Ratee	Date

Reviewed by:	Date:	Approved by:	Date:
ENGR. GERTRUDES A. VIADO *Acting Division Manager , Pangasinan IMO*	**0 3 JAN 2022**	**ENGR. GAUDENCIO M. DE VERA** *Acting Regional Manager*	**JAN 0 3 2022**

MFO/PAP	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	Q^1	E^2	T^3	A^4	REMARKS
(1)	(2)	(3)		(4)			(5)
CORE FUNCTIONS (70%)	1. Encode/Prepare at least 30 reports, communications & letters for the construction and engineering unit.						
	2. Logbook/Receive all documents (incoming and outgoing) for the construction unit (1 logbook).						
	3. Assist in checking/securing necessary documents as attactment to the claims/vouchers of atleast 80 projects.						
Total Rating (Core Functions 70%)							
SUPPORT FUNCTIONS (30%)	1. Route at least 60 documents to all signatories.						
	2. Consolidate HR requiremnets of engineering unit personnel (DTR) for submission to Administrative Unit.						
Total Rating (Support Functions 30%)							
FINAL AVERAGE RATING							
Comments and Recommendations for Development Purposes							

Discussed with:	Date:	Assessed by:	Date:	Final Rating by:	Date:
		I certify that I discussed my assessment of the performance with the employee.			
SHAIRA MAE M. SISON *Data Encoder*		**ENGR. GERTRUDES A. VIADO** *Acting Division Manager , Pangasinan IMO*		**ENGR. GAUDENCIO M. DE VERA** *Acting Regional Manager*	

Legend:
Q^1 - Quality
E^2 - Efficiency
T^3 - Timeliness
A^4 - Average

Rating Scale:

Numerical	Adjectival
5.00	- Outstanding (O) - target exceeded by 30%
4.00 - 4.99	- Very Satisfactory (VS) - target exceeded by 15% to 29 %
3.00 - 3.99	- Satisfactory (S) - met 100% to 114% target
2.00 - 2.99	- Unsatisfactory (US) - only met 51% to 99 % target
1.00 - 1.99	- Poor (P) - failed to deliver most target by 50% and below