

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

1. MARC BRYAN O. DUZON, Data Encoder of Bayabas SRIP under 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 2020.

MARC BRYAN O. DUZON
Name

JAN 02 2020
January 1, 2020
Date

Date: JAN 02 2020		Approved by: ENGR. ANGELITO S. MIGUEL Regional Manager A		Date: JAN 02 2020	
MEQ/AF	SUCCESS INDICATOR (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	Q1	RATING	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)
3AES					
3NS (70%)					
ENEFITS AND WELFARE					
Records requirements	100% of all requirements (application for leave of absence, service record, certificate of employment, etc.) acted upon within time frame, and availability of cash support whenever applicable	Assisted in preparation of service records, appointments, payrolls, leaves, and other various personnel reports.	4.70	4.70	4.70
MANAGEMENT					
	100% of 201 files of casual employees are properly maintained and updated every end of the semester				No accomplishment due to reassignment of duties.
Dissemination	MCs, memos, and information materials disseminated within 2 days upon receipt	All MCs, memos and information materials received are disseminated within a day to corresponding offices and officials	4.65	4.60	4.62
easing and Filing	100% of communication to and from the office properly recorded and filed	All communications to and from the office were recorded using the Computerized Document Tracking System and filed properly	4.70	4.70	4.63
F Reports (Administrative	100% assist in preparation and submission of accurate and reliable reports on deadline (Monthly, Quarterly)	Assisted in the preparation of various Administrative Reports and submitted before the given time frame.	4.60	4.60	4.60
CTIONS (30%)					
ated functions	Perform other duties as instructed from time to time	100% Performed additional functions as per instruction	4.50	4.50	4.50
RE RATING					Very Satisfactory (VS)
Recommendations for Development Purposes					

Date: JUL 02 2020		Assessed by: ENGR. GAUDENCIO M. DE VERA Division Manager		Date: JUL 02 2020	
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MARC BRYAN O. DUZON Data Encoder		ENGR. GAUDENCIO M. DE VERA Division Manager		ENGR. ANGELITO S. MIGUEL Regional Manager A	

Legend:

Q1 - Quality
E1 - Efficiency
T1 - Timeliness
A1 - 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