

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 Bayasas 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 **JULY TO DECEMBER 2020**.

MARC BRYAN O. DUZON
Rate

JUL 0 1 2020
Date

Reviewed by: _____ Date: **JUL 0 1 2020** Approved by: _____ Date: **JUL 0 1 2020**

ENGR. GAUDENCIO M. DE VERA Division Manager, Pangasinan IRO	JUL 0 1 2020	ENGR. ANGELITO S. MIGUEL Regional Manager A	JUL 0 1 2020
MFO/PAP	SUCCESS INDICATOR (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING E ⁺ E ⁻ T ⁺ T ⁻ A ⁺ A ⁻
(1)	(2)	(3)	(4)
REMARKS (5)			

	(1)	(2)	(3)							
STRATEGIC PRIORITY / THEMES										
CORE FUNCTIONS (70%)										
1. EMPLOYEE BENEFITS AND WELFARE										
A. Personnel and 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	100% of all requirements (Application for leaves of absence, service record, certificate of employment, etc.) were acted upon immediately	4.75	4.70	4.75	4.73				
2. RECORDS MANAGEMENT										
A. Information 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	4.80	4.80	4.75	4.78				
B. Receiving, releasing 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	4.75	4.80	4.70	4.75				
C. Submission of Reports (Administrative Matters)	Sending and Receiving E-mails from and to various Offices/Agencies and other Government Bodies	100% of E-mails received or sent to various offices/Agencies and other Government Bodies	4.80	4.70	4.75	4.75				
	100% assist in preparation and submission of accurate and reliable reports on deadline (Monthly, Quarterly)	90% assist in preparation and submission of accurate and reliable reports on deadline (Monthly, Quarterly)	4.40	4.40	4.30	4.37			Not met due to late submission of needed Administrative Reports of some employees	
SUPPORT FUNCTIONS (30%)										
Perform other related functions	Perform other duties as instructed from time to time	100% accomplished on time as per instruction	4.75	4.70	4.70	4.72				1.41
OVERALL AVERAGE RATING							4.69		VS (Very Satisfactory)	