

# 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, 2021.

SHAIRA MAE M. SISON  
Ratee

JAN 04 2021

Date

Reviewed by:		Date:		Approved by:		Date:	
 ENGR. GAUDENCIO M. DE VERA Division Manager A, Pangasinan IMO		JAN 04 2021		 ENGR. ANGELITO S. MIGUEL Regional Manager A		JAN 04 2021	
MFO/PAP	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
(1)	(2)	(3)	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	(5)
CORE FUNCTIONS (70%)	1. Encode/Prepare at least 15 reports, communications & letters for the construction and engineering unit.	1. Encoded/Prepared at least 25 reports, communications & letters for the construction and engineering unit.	4.30	4.50	4.60	4.47	
	2. Logbook/Receive all documents (incoming and outgoing) for the construction unit (1 logbook).	2. Logbook/Received all documents (incoming and outgoing) for the construction unit (1 logbook).	4.30	4.50	4.60	4.47	
	3. Assist in checking/securing necessary documents as attachment to the claims/vouchers of at least 80 projects.	3. Assisted in checking/securing necessary documents as attachment to the claims/vouchers of at least 90 projects.	4.30	4.60	4.60	4.50	
Total Rating (Core Functions 70%)						3.13	
SUPPORT FUNCTIONS (30%)	1. Route at least 60 documents to all signatories.	1. Routed at least 80 documents to all signatories.	4.30	4.20	4.50	4.33	
	2. Consolidate HR requirements of engineering unit personnel (DTR) for submission to Administrative Unit.	2. Consolidated HR requirements of engineering unit personnel (DTR) for submission to Administrative Unit.	4.20	4.30	4.50	4.33	
	3. Attend at least 3 no. of coordination meetings.	1. Attended and participate in at least 7 pre-con meeting/coordinations meetings.	4.30	4.30	4.50	4.37	
Total Rating (Support Functions 30%)						1.30	
FINAL AVERAGE RATING						4.44	Very Satisfactory
Comments and Recommendations for Development Purposes							
Discussed with:		Date:		Assessed by:		Date:	
 SHAIRA MAE M. SISON Date Encoder		JUL 01 2021		I certify that I discussed my assessment of the performance with the employee.  ENGR. GAUDENCIO M. DE VERA Division Manager A, Pangasinan IMO		JUL 01 2021	
 ENGR. ANGELITO S. MIGUEL Regional Manager A		JUL 01 2021		ENGR. ANGELITO S. MIGUEL Regional Manager A		JUL 01 2021	
Legend: Q <sup>1</sup> - Quality E <sup>2</sup> - Efficiency T <sup>3</sup> - Timeliness A <sup>4</sup> - 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							