

# National Irrigation Administration

## Strategic Performance Management System (SPMS)

Individual Performance Commitment and Review (IPCR)

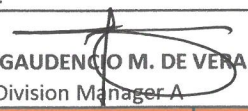

I, SHAIRA MAE M. SISON, DATA ENCODER of Pangasinan IMO, commit to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June, 2021**.

SHAIRA MAE M. SISON

Ratee

**JAN 04 2021**

Date

Reviewed by:		Date:		Approved by:		Date:	
 <b>ENGR. GAUDENCIO M. DE VERA</b> Division Manager A		<b>JAN 04 2021</b>		 <b>ENGR. ANGELITO S. MIGUEL</b> Regional Manager A		<b>JAN 04 2021</b>	
MFO/PAP	SUCCESS INDICATOR (TARGET+ MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
(1)	(2)	(3)	(4)				(5)
<b>CORE FUNCTIONS (70%)</b>	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 attachment to the claims/vouchers of atleast 80 projects.						
<b>SUPPORT FUNCTIONS (30%)</b>	1. Route at least 60 documents to all signatories.						
	2. Consolidate HR requiremnets of engineering unit personnel (DTR) for submission to Administrative Unit.						
	3. Attend at least 3 no. of coordination meetings.						
FINAL AVERAGE RATING							
Comments and Recommendations for Development Purposes							
Discussed with:		Date:	Assessed by:	Date:	Final Rating by:		Date:
<b>SHAIRA MAE M. SISON</b> Engineer A			<b>ENGR. GAUDENCIO M. DE VERA</b> Division Manager A, Pangasinan IMO		<b>ENGR. ANGELITO S. MIGUEL</b> Regional Manager A		

**Legend:**

Q1- Quality  
E2- Efficiency  
T3- 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