

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

Planning Officer IV

I, HECTOR S. CABOTAN, Head of the PLANNING DIVISION, 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, 2016.

Officer-in-Charge Planning Division

Date

Reviewed by:		Approved by:								
LORNA A. YUMUL Deputy Administrator		Date	MANUEL G. CO Administrator			Date				
MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks	
					Q ¹	E ²	T ³	A ⁴		
A. CORE FUNCTIONS										
Output 1: Policy Brief	Q - 3 revisions E - 2 policy briefs submitted T - On due date set by supervisor					4		2		3
Output 2: Plans and Programs	Q - 3 revisions E - All required plans submitted T - On due date set by supervisor									
Output 3: Monitoring and Evaluation reports	Q - 3 errors in content E -All required reports submitted T - On due date set by supervisor			2 Reports EXECON		4		5		4.7
Output 4: Statistical Reports	Q - 3 errors in content E -All required reports submitted T - On due date set by supervisor					3		5		4.3
Output 5: Consolidated Accomplishment Reports	Q - 3 errors in content E -All required reports submitted T - On due date set by supervisor					3		5		4
B. SUPPORT FUNCTIONS										
Output 1: Individual Performance Commitment and Review (IPCR) a. Target	Q - No Rating E - Submitted T - Start of January/July							3		3
b. Accomplishment	Q - No Rating E - Submitted T - July 15/January 15			MRAUU				5		5
Output 2: Administrative Reports	Q - No Feedback E - All Required Reports T - on due date (if required)							4		4.5
Output 3: Other Outputs and outputs from Special Assignments/ Designations (if already assigned when the Commitment Contract was signed or compliant with the requirements prescribed in the guideline)	Q - Acceptable to Supervisor/assigning officer E - In variance/not all reports submitted T - Report submitted on due date							4		4.5
Summary of Ratings:		MFO	Weighted Percentage	. Rating				Final Rating		
Core Functions		4.0001	70%	2.8001				4.0751		
Support Functions		4.25	30%	1.275						
Final Average Rating										
Adjectival Rating										
Reviewed by:		Assessed by:		Approved by:						
LORNA A. YUMUL Deputy Administrator		CO PMT Member/Chairperson		Date	MANUEL G. CO Administrator			Date		

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

Planning Officer IV

I, HECTOR S. CABOTAN, Head of the PLANNING DIVISION, 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, 2016.

Officer-in-Charge Planning Division

Date

Reviewed by:		Approved by:	
LORNA A. YUMUL Deputy Administrator	Date	MANUEL G. CO Administrator	Date

MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks	
					Q ¹	E ²	T ³	A ⁴		
A. CORE FUNCTIONS										
Output 1: Policy Brief	Q - 3 revisions E - 2 policy briefs submitted T - On due date set by supervisor					4	2		3	
Output 2: Plans and Programs	Q - 3 revisions E - All required plans submitted T - On due date set by supervisor									
Output 3: Monitoring and Evaluation reports	Q - 3 errors in content E -All required reports submitted T - On due date set by supervisor			2 Reports EXECON		4	5		4.7	
Output 4: Statistical Reports	Q - 3 errors in content E -All required reports submitted T - On due date set by supervisor					3	5		4.3	
Output 5: Consolidated Accomplishment Reports	Q - 3 errors in content E -All required reports submitted T - On due date set by supervisor					3	5		4	
B. SUPPORT FUNCTIONS										
Output 1: Individual Performance Commitment and Review (IPCR) a. Target	Q - No Rating E - Submitted T - Start of January/July						3		3	
b. Accomplishment	Q - No Rating E - Submitted T - July 15/January 15			MRAUU			5		5	
Output 2: Administrative Reports	Q - No Feedback E - All Required Reports T - on due date (if required)						4		4.5	
Output 3: Other Outputs and outputs from Special Assignments/ Designations (if already assigned when the Commitment Contract was signed or compliant with the requirements prescribed in the guideline)	Q - Acceptable to Supervisor/assigning officer E - In variance/not all reports submitted T - Report submitted on due date						4		4.5	
Summary of Ratings:	MFO	Weighted Percentage	Rating				Final Rating			
Core Functions	4.0001	70%	2.8001				4.0751			
Support Functions	4.25	30%	1.275							
Final Average Rating										
Adjectival Rating										
Reviewed by:	Assessed by:			Approved by:						
LORNA A. YUMUL Deputy Administrator	CO PMT Member/Chairperson	Date	MANUEL G. CO Administrator						Date	