

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

**FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office**

**FROM : THE CHAIRPERSON
Performance Management Team**

**SUBJECT : REMINDER ON THE SUBMISSION OF THE INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW (IPCR)
FORM FOR THE PERIOD OF JANUARY TO JUNE 2022 AND
JULY TO DECEMBER 2022**

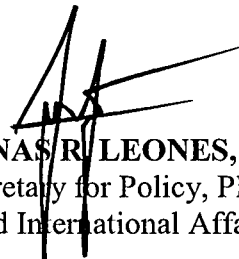
DATE : 05 April 2022

Pursuant to the revised DENR Strategic Performance Management System (SPMS) Guidelines, all employees are required to submit their annual performance commitment on or before the end of April of every calendar year.

In this regard, you are requested to ensure the timely IPCR submission of all employees under your office. Moreover, you are expected to meet with your employees to agree on individual goals and performance standards for the calendar year.

The IPCR form may be downloaded from the DENR website. Accomplished forms, together with a summary list of individual ratings (see attached), shall be submitted per office/division to the Personnel Division not later than **29 April 2022**.

For compliance.


ATTY. JONAS R. LEONES, CESO I
Undersecretary for Policy, Planning
and International Affairs

SUMMARY LIST OF INDIVIDUAL PERFORMANCE RATINGS
January - June 2019

Office/Division : _____

Office/Division Rating : _____

No.	NAME OF EMPLOYEE (alphabetical)	IPCR Rating	
		Numerical	Adjectival
1	Surname, First Name M.I.	5	Outstanding
2	Surname, First Name M.I.	3	Satisfactory
3	Surname, First Name M.I.	4	Very Satisfactory
4	Surname, First Name M.I.	4	Very Satisfactory
5			
6			
7			
8			
9			
10			
	Average Rating*:	4	

Certified correct:

Noted by:

Division Chief

Director/ Head of Office

B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, _____, of the _____, Division of _____ commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____ to _____, 20____.

Ratee
Date: _____

Reviewed by:	Date	Approved by:	Date
_____	_____	_____	_____
Immediate Supervisor		Head of Office	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	

Final Average Rating
Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
		I certify that I discussed my assessment of the performance with the employee			
Employee		Supervisor		Head of Office	

IPCR – Legend 1- Quantity 2- Efficiency 3- Timeliness 4- Average