




NATIONAL IRRIGATION ADMINISTRATION
Strategic Performance Management System (SPMS)
Individual Performance Accomplishment Review (IPAR)
January - June 2025
REGION 8

MFO/PAP	WT %	SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
				Q ¹	E ²	T ³	A ⁴	
CORE FUNCTIONS	70%						3.01	
A. Property and Supply Management	10%	a.) Facilitate and check the preparation and submission of Final APP-CSE of the Regional Office for CY 2025. b.) Preparation and submission of Final PPMP for the AFD for CY-2025.	100% Accomplished	5.00	3.00	5.00	0.43	
	20%	a.) Check the Purchase Requests (PR) for the quarterly Office Supplies requirement of the Regional Office within 2 days upon receipt. b.) Verify as to the correctness, completeness of delivery, assign Purchase Order and IAR numbers. c.) Facilitate the acceptance and issuance of office supplies and equipments thru PTR, PARs, ICS and RIS. d.) Check the consolidated summary of Quarterly Acquired and Disposed Assets within 2 days upon receipt and preparation of Other reports requested by COA and Central Office from time to time.	100% Accomplished within prescribed schedule	5.00	3.00	5.00	0.87	
	20%	a.) Verify accuracy and signed the Monthly Report on Supplies and Materials Issued and quarterly reports submitted to Finance, Central office and COA within 2 days upon receipt. c.) Verify and consolidate the submitted RPCPPE as of December 31, 2024 of Regional Office and Field Offices.	100% Accomplished	5.00	3.00	5.00	0.87	
B. Monitoring and Reconciliation	10%	a.) Assist in the adjustments of RPCPPE and PPELC in compliance to the implementation of COA Cir. 2022-004 dtd 5/31/2022. b.) Facilitate and monitor the renewal of PARs and updating of Property cards including the updating of NIA Owned Real Properties for CY-2025 as a result of the Inventory taking.	100% Accomplished	5.00	3.00	4.00	0.40	
C. Disposal Activity	10%	Facilitate disposal of scrap woods/equipments and other waste materials of the Regional Office end of December 31, 2025.	Facilitated disposal of scrap iron/equipments and other waste materials of the Regional Office as of April 30, 2025.	5.00	3.00	5.00	0.43	

MFO/PAP	WT %	SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
				Q ¹	E ²	T ³	A ⁴	
SUPPORT FUNCTIONS	30%						1.25	
1. Facilitate Property Insurance and Communication Management	15%	a.) Facilitate preparation of Demand letters to follow up delayed deliveries of goods and verification of Liquidated Damages Computation and other supporting documents prior to preparation of Disbursement voucher within the day upon receipt. b.) Monitor and facilitate the renewal and DV preparation for GSIS insurance of NIA vehicles (light and heavy equipment) and NIA Buildings before the policy expiration.	100% Accomplished	4.00	3.00	5.00	0.60	
2. Facilitate maintenance, calibration of technical Equipment and monitor disposal of unserviceable assets	15%	a.) Facilitate the preparation of Purchase Request for the repair and maintenance of Airconditioning unit semi-annually. b.) Assist and monitor the disposal of unserviceable equipments/properties of the Field Office.	100% Accomplished	5.00	3.00	5.00	0.65	
SUBTOTAL STRATEGIC/PRIORITY THEMES								
SUB-TOTAL FOR CORE FUNCTIONS (70%)								
SUBTOTAL FOR SUPPORT FUNCTIONS (30%)								
TOTAL								
Total Rating:								4.26
Final Average Rating:								
Adjectival Rating:								
Comments and Recommendations for Development Purposes								
Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date			
 ERWIN Y. GAITOTE Sr. Supply Officer		 ARNEL S. MENDOZA Division Manager A - AFD		 JAIME C. DE JESUS Regional Manager				
Legend: Q ¹ - Quality 5.00 Outstanding (O) - Target exceeded by 30% E ² - Efficiency 4.00 - 4.99 Very Satisfactory (VS) - Target exceeded by 15% - 29% T ³ - Timeliness 3.00 - 3.99 Satisfactory (S) - Meet 90% to 114% A ⁴ - Average 2.00 - 2.99 Unsatisfactory (U) - Only met 51% to 99% target 1.00 - 1.99 Poor (P) - failed to deliver most target by 50% and below								