INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I BABYLYN F. VITORIO of Supply Unit, Property Section, Administrative 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 of January 1 to June 30, 2023

BABYLYN F. VITORIO

Ratee

te: ____Fub 20,7023

Reviewed by :		Date	A	pprov	ed by:		Date
MARIA CLARISSA G. OGSIMER OIC, Property Section	2 277 22		LOUELLA V.MUTIA Q+C , Administrative Division				
ритрит	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT		1	Ratin		
Core Function				-			Remarks
OUTPUT 1			9	E	T	A	
Monitor, Approve , and Issue of all	Monitors, Approves, and Issues of all						
Accountable forms and Driver License	of Accountable forms and Driver License						
Cards	Cards thru Inventory Management System						
	(IMS) online request by the District Offices						
	Nationwide within 4 mins with 100% accuracy						
OUTPUT 2							
Preparation of Request for Spot	Prepares of Request for Spot Inspection						
nspection of the Items Deliver	of the Items Deliver address to the Resident						
address to the Resident Auditor	Auditor and Inspection Committee with						
and Inspection Committee	100 % accuracy						

OUTPUT 3				Rati	ngs	Remarks
Hodeta Day 1		Q	E	T	A	Remarks
Update Records of deliveries and	Updates of Records of deliveries					
issuance of the Items for verification	and issuance of the Items for verification					
purposes and for the preparation of the	purposes and for the preparation of the					
Monthly Report of Accountable forms and	Monthly Report of Accountable forms and					
driver license card issued	driver license card issued with 100 % accuracy					
OUTPUT 4						
Encode the series number of all	Encodes the series number of allAccountable					
Accountable Forms and Driver License	Forms and Driver License Cards thru Inventory					
Cards deliver thru Inventory Management	Management System (IMS) of Stradcom within					
System (IMS) of Stradcom	45 mins with 100% accuracy					
OUTPUT 5						
Doing the activation and transfer of	Acivate/transfer of cards in the Dermalog					
cards in the Dermalog Inventory System	Inventory System based on the District Offices					
based on the request of District Offices	natiionwide with 100% accuracy					
Nationwide						
OUTPUT 6				-		
alternate receipt of Driver License	alternate receives and checks delivered Driver's					
Cards (DL)	License Cards from the supplier with 100%					
	completeness					
OUTPUT 7						
Prepare Monthly inventory of all Accountability	Prepares Monthly inventory of Accountable			-		
Reports of Accountable Forms and Driver	Forms and Driver License Cards and			1		
icense Cards and render reports of losses	render reports of losses and manage			1		
and manage disposal thereof	disposal thereof with 100% accuracy			1		
				1		



Support Function OUTPUT 1 Assist in the maintenance of storage area of Accountable forms and Driver's of Accountable forms and Driver's License cards to ensure the security and and safety to supplies and safety to supplies OUTPUT 2 Perform other duties per instructions of Performs other duties	ntenance of storage area ms and Driver's nsure the security and lies		Q	E	T	A	Remarks
and IRAF for issued Accountable Forms and Driver License Cards Forms and Driver License Cards Forms and Driver Driver License Cards Assists in the maintenance of storage area Assists in the maintenance of Accountable forms and Driver's Assists in the maintenance of Accountable forms and Driver's Accountable forms and Driver's Assists in the maintenance of Accountable forms and Safety to Supplied and Safety to Supplied and Safety to Supplied DUTPUT 2 Perform other duties per instructions of Performs other duties	ntenance of storage area ms and Driver's nsure the security and lies						
Forms and Driver License Cards Forms and Driver Driver License Cards Support Function DUTPUT 1 Assist in the maintenance of storage area Assists in the main of Accountable forms and Driver's of Accountable forms and Driver's License cards to ensure the security and and safety to supplies DUTPUT 2 Perform other duties per instructions of Performs other duties	ntenance of storage area ms and Driver's nsure the security and lies						
Driver License Car Support Function OUTPUT 1 Assist in the maintenance of storage area of Accountable forms and Driver's of Accountable forms and Driver's of Accountable forms and Safety to Supplies and Safety to Supplies OUTPUT 2 Perform other duties per instructions of Performs other duties	ntenance of storage area ms and Driver's nsure the security and lies						
Support Function OUTPUT 1 Assist in the maintenance of storage area of Accountable forms and Driver's of Accountable forms and Driver's License cards to ensure the security and and safety to supplies and safety to supplies OUTPUT 2 Perform other duties per instructions of Performs other duties	ntenance of storage area ms and Driver's nsure the security and lies						
Support Function OUTPUT 1 Assist in the maintenance of storage area of Accountable forms and Driver's of Accountable forms and Driver's License cards to ensure the security and and safety to supplies and safety to supplies OUTPUT 2 Perform other duties per instructions of Performs other duties	ntenance of storage area ms and Driver's nsure the security and lies						
Assist in the maintenance of storage area of Accountable forms and Driver's of Accountable forms License cards to ensure the security and and safety to supplies and safety to supplies OUTPUT 2 Perform other duties per instructions of Performs other duties	ms and Driver's nsure the security and lies ties per instructions of						
Assist in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and and safety to supplies OUTPUT 2 Perform other duties per instructions of Assists in the maintenance of Accountable form License cards to ensure the security and and safety to supplies Perform other duties per instructions of Performs other duties	ms and Driver's nsure the security and lies ties per instructions of						
Assist in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and and safety to supplies OUTPUT 2 Perform other duties per instructions of Assists in the maintenance of Accountable form License cards to ensure the security and and safety to supplies Performs other duties	ms and Driver's nsure the security and lies ties per instructions of						Remark
of Accountable forms and Driver's of Accountable forms License cards to ensure the security and and safety to supplies and safety to supplies OUTPUT 2 Perform other duties per instructions of Performs other duties	ms and Driver's nsure the security and lies ties per instructions of						Remarks
of Accountable forms and Driver's of Accountable forms License cards to ensure the security and and safety to supplies and safety to supplies OUTPUT 2 Perform other duties per instructions of Performs other duties	ms and Driver's nsure the security and lies ties per instructions of						Remarks
License cards to ensure the security and and safety to supplies OUTPUT 2 Perform other duties per instructions of License cards to end and safety to supplies and safety to supplies Performs other duties per instructions of	nsure the security and lies						Remarks
OUTPUT 2 Perform other duties per instructions of Performs other duties	lies ties per instructions of						Remarks
OUTPUT 2 Perform other duties per instructions of Performs other duties	ties per instructions of						Remarks
Perform other duties per instructions of Performs other dut							Remarks
my immediate supervisor my immediate sup							
	ervisor with 100% accuracy		-				
			-		-		
Total Over-all Rating			-	-	0	0	
Final Average Rating			0.0	0.0	0.0	0.0	
Adjectival Rating			0.0	0.0	0.0	0.0	-
Comments and Recommendation for Development Purposes :			+		+ +		1
To the commendation for Development Purposes :			1				
Discussed with : Date :		Assessed by:	Date	Final	Rankir	ng by:	Date
	20 1027	I certify that I discussed my assessment of the performance with the employee	0				
40	20, 1023	have	2/22 2				
BABYLYN F. VITORIO		MARIA CLARISSA G. OGSIMER	1	7 1	OUELL	A V.MUTIA	-
Employee		Immediate Supervisor		-		of Division	-
					1		

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I <u>BABYLYN F. VITORIO</u> of Supply Unit, Property Section, Administrative 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 of <u>July 1 to December 31, 2023</u>

BABYLYN F. VITORIO

Ratee

Date: Facb 70, 2523

Reviewed by :		Date	A	pprov	ed by:		Date
MARIA CLARISSA G OSSIMER OIC, Property Section	2/24/24		LOUELLA V.MUTIA OC., Administrative Division				
ОИТРИТ	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT			Ratin		
Core Function	1,11,11			V			Remarks
OUTPUT 1			Q	E	Т	A	
Monitor, Approve , and Issue of all	Monitors, Approves, and Issues of all						
Accountable forms and Driver License	of Accountable forms and Driver License						
Cards	Cards thru Inventory Management System						
	(IMS) online request by the District Offices						
	Nationwide within 4 mins with 100% accuracy						
OUTPUT 2							
Preparation of Request for Spot	Prepares of Request for Spot Inspection						
Inspection of the Items Deliver	of the Items Deliver address to the Resident						
address to the Resident Auditor	Auditor and Inspection Committee with						
and Inspection Committee	100 % accuracy						

OUTPUT 3				Ratin	gs	Remarks
Update Records of deliveries and	Indates of December 1	Q	E	T	A	1
	Updates of Records of deliveries					
issuance of the Items for verification	and issuance of the Items for verification					
purposes and for the preparation of the	purposes and for the preparation of the					
Monthly Report of Accountable forms and	Monthly Report of Accountable forms and					
driver license card issued	driver license card issued with 100 % accuracy					
	Course Will 100 % accuracy					
OUTPUT 4						-
Encode the series			+	-		
Encode the series number of all	Encodes the series number of allAccountable		-			
Accountable Forms and Driver License	Forms and Driver License Cards thru Inventory		+-	+-		
Cards deliver thru Inventory Management	Management System (IMS) of Stradcom within		+-			
System (IMS) of Stradcom	45 mins with 100% accuracy		+-	+		
OUTPUT 5				-		
Doing the activation and transfer of	Acivate/transfer of cards in the Dermalog					
cards in the Dermalog Inventory System	Inventory System based on the District Offices			_		
based on the request of District Offices	natiionwide with 100% accuracy					
Nationwide						
Validitivide						
DUTPUT 6				_		_
alternate receipt of Driver License	alternate receives and checks delivered Driver's			+-		
Cards (DL)	License Cards from the supplier with 100%					
	completeness		-	+		-
			-	+		
OUTPUT 7						
Prepare Monthly inventory of all Accountability	Prepares Monthly inventory of Accountable					
Reports of Accountable Forms and Driver	Forms and Driver License Cards and					
icense Cards and render reports of losses	render reports of losses and manage					
and manage disposal thereof	disposal thereof with 100% accuracy					

OUTPUT 8			-		Ratin		
Prepare Bill of Ladings, IRS	Decease No.		Q	E	T	A	Remarks
and IRAF for issued Accountable	Prepares Bill of Lading, IRS						
	and IRAF for issued Accountable						
Forms and Driver License Cards	Forms and Driver License Cards						
	Driver License Cards with 100% accuracy		1				
Support Francis	Sands With 100% accuracy						
Support Function							
OUTDUT 4							Remarks
OUTPUT 1							
esciet in the maint							
Assist in the maintenance of storage area	Assists in the maintenance of storage area		-				-
of Accountable forms and Driver's	of Accountable forms and Driver's		-				
License cards to ensure the security and	License cards to ensure the security and						_
and safety to supplies	and safety to supplies		-				
OUTPUT 2			+	-			Remark
3017012			+	-	-		Remark
Perform other duties per instructions of			-	-			
ny immediate supervisor	Performs other duties per instructions of		+	-			
ny mmediate supervisor	my immediate supervisor with 100% accuracy						
					-		
otal Over-all Rating			0	0	0	0	
inal Average Rating			0.0	0.0	0.0	0.0	
djectival Rating							
omments and Recommendation for Dev	elopment Purposes :						
iscussed with :	Date :	Assessed by:	Date	Final	Rankii	na bv	Date
		I certify that I discussed my assessment of the		- indi			Date
		performance with the employee	0				
		performance with the employee	1 // .				
1,		performance with the employee	1/1				
	F.b 20, 2223	M7a	Imb				
BABYLYN F. VITORIO	F.b 20, 2223	M70	of wh		OHEL	A V MUTIA	
BABYLYN F. VITORIO Employee	Tob 20, 2223	MARIA CLARISSA G. DGSIMER Immediate Supervisor	of we p			A V.MUTIA of Division	

