

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JOSE M. MENOR of the License section commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated res for the period January to June 2023

JOSE M. MENOR

Employee

Date

2-28-23

Reviewed by :

Date

Approved by :

MR. RICHARD M. CORTEZ

Immediate Supervisor

OUTPUT

MR. DANILO A. ENCELA

Head of Office

ACTUAL ACCOMPLISHMENT

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

Ratings

Q

E

T

A

Remarks

4

4

4

4

OUTPUT 1

License section Frontliner Window 7

Filing Driver's License application such as conversion, Returning OFW, and Student Permit

Filed Driver's License application such as conversion, Returning OFW, and Student Permit

OUTPUT 2

Performs other task as maybe assigned from time to time

Performs other

Performed other duties that may be assigned from time to time

Q

E

T

A

Remarks

4

4

4

4

OUTPUT 3

			Q	E	T	A	Remarks
Total Over-all Rating			25	20	20	20.6	
Final Average Rating			5	4.75	4.75	4.9	19.4
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Final Ranking by:			Date	
JOSE M. MENOR	January 23, 2023	MR. RICHARD M. CORTEZ	DANILO J. ENCELA			2-28-23	
Employee		Head of Section	Chief,, Operations Division				
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							