

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, AMELIA D. CABIGAO of the Records Section, Management Information 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, 2022.

*Amelia D. Cabigao*  
**AMELIA D. CABIGAO**  
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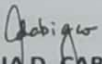
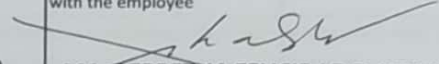

Date: February 28, 2023

Reviewed by: <i>[Signature]</i>		Date	Approved by: <i>[Signature]</i>		Date	
MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section			CLAUDIO B. BONSON, JR. Acting-Chief, Management Information Division			

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
<b>STRATEGIC PRIORITY</b>							
Verification of Motor Vehicle	All request are verified through the LTO IT Data Base; results printed and released to concerned personnel for preparation of reply, within 4 working hours upon receipt.	Printed Verified Data Prepared information and endorsement	5		5	5	
Validation of verified plates through Land Transportation Management System (LTMS)	All verified plates request are validated through the Land Transportation Management System (LTMS) database, results printed and released to concerned personnel for preparation of reply within 4 working hours upon receipt	Validated MV Data within 4 working hours upon receipt	5		5	5	
Routine Communications	Simple Memoranda, Letters, Reports, Endorsements, etc. shall follow the prescribed format, CSW; no revision, submitted within the day.	Submitted within the day	5		4.5	4.75	

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
Implementation of RSUS of Law Enforcement & Traffic Adjudication System (LETAS)	RSU Implementation is Based on MC Nos. RTD-2011-1518 and ACL-2009-1139 without error, within 8 working hours upon receipt, RSUs with error shall be returned to customer care within 24 hours for further action.	RSUs Implemented within 8 working hours upon receipt, RSUs returned to Customer Care within 24 hours upon receipt.	5		5	5	
Filed documents of implemented (RSUs) of LETAS	Documents sorted, filed, and labelled without error; no missing document, within the prescribed deadlines.	Documents filed within the prescribed deadlines and retrieved within 2 hours.	5		5	5	
Evaluation of Motor Vehicles for Encoding in the Data Take-on Facility of LTO-IT System (MV DTO)	Evaluation of requests for encoding in the DTO Facility shall be based on MC No. VPT-2011-1451; within 7 working hours.	Request for MV DTO with complete requirements are evaluated within 7 working hours upon receipt. Requesting DO's with incomplete requirements shall be notified through MIRC within 8 working hours after evaluation.	5		4.5	4.75	
<b>SUPPORT FUNCTION</b>							
Answering phone calls	Courteous and receptive, with clear speaking voice; follows protocol in receiving/marking calls for superior; information noted, screened and relayed properly and accurately.	Phone calls answered promptly (not more than 3 rings.)	5		4.5	4.75	

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
Assistance to Walk-in Clients	Assist clients promptly with courtesy and respect, listen attentively to complaints and queries; refer clients to proper offices/persons within an hour upon arrival in the office	Assist clients within an hour upon arrival in the office.	5		4.5	4.75	
Filing of documents and retrieval of documents.	Documents sorted, filed, and labelled without error; no missing document, within the prescribed deadlines;	Documents filed within the prescribed deadlines and retrieved within 2 hours.	5		5	5	
Final Average Rating						4.88	
Comments and Recommendation for Development Purposes			VERY SATISFACTORY				
Discussed With	Date	Assessed by	Date	Final Ranking By		Date	
 <b>AMELIA D. CABIGAO</b> Senior Administrative Assistant I	February 28, 2023	I certify that I discussed my assessment of the performance with the employee  <b>MA. PERPETUA FELICIDAD R. UBALDO</b> OIC, MID - Records Section		 <b>CLAUDIO B. BON SOL, JR.</b> Acting-Chief, MID			
Legend:	1 - Quality	2 - Efficiency	3 - Timeliness	4 - Average			
Rating:	1 - Poor	2 - Unsatisfactory	3 - Satisfactory	4 - Very Satisfactory	5 - Outstanding		