INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Jhanrey V. Embarca, of the Procurement Unit, Division of Administrative commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 36, 2022.

JHANREY EMBARCA February 27, 2023 Date: Aproved by Reviewed by: 2/27/2023 2/27/2023 ENGR. RØBERTOS. S AY-R R. OABEL Head of Division Immediate Supervisor Rating Remark **Actual Accomplishment** Output Success Indicator (Target + Measure) A Strategic Priority: Provided administrative support to the BAC and TWG, organize Procurement of the following LTO Special Projects: Provide administrative support to the BAC and TWG, organize and make all necessary arrangement for meetings and and make all necessary arrangement for meetings and conferences for the following bidded projects in accordance with 1. Procurement of Motorcycle Blank Metal Plates, conferences for the following bidded projects in accordance with the standard within prescribed deadline/timeline the standard within prescribed deadline/timeline Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton 1. Procurement of Motorcycle Blank Metal Plates, Motorcycle 1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Boxes and Plastics Bags for CY 2022 Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022 Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022 2 Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID 2. Procurement of Additional Motorcycle Blank Metal Plates, 2. Procurement of Additional Motorcycle Blank Metal Plates. Stickers, Hot Stamping Foil, Thermal Transfer Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil Ribbon for CY 2022 Thermal Transfer Ribbon for CY 2022 Thermal Transfer Ribbon for CY 2022 3. Procurement of Motorcycle Front Decal Plates 3. Procurement of Motorcycle Front Decal Plates 3. Procurement of Motorcycle Front Decal Plates 5 4.7 Procurement of Software Licenses for the 4. Procurement of Software Licenses for the xisting Network Infrastructure under DOTr IT Road 4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure Existing Network Infrastructure under DOTr IT Road frastructure - Land Transportation Office Infrastructure - Land Transportation Office Component B Project - Land Transportation Office Component B Project imponent B Project 5. Procurement of Supply of Computer Desktops and 5. Procurement of Supply of Computer Desktops and Procurement of Supply of Computer Desktops Uninterruptible Power Supply under DOTr IT Road Infrastructure Uninterruptible Power Supply under DOTr IT Road Infrastructure Uninterruptible Power Supply under DOTr IT Land Transportation Office Component B Project Land Transportation Office Component B Project d Infrastructure - Land Transportation Office ponent B Project 6. Procurement of Supply of Notebooks under DOTr IT Road 6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project Infrastructure - Land Transportation Office Component B Project ocurement of Supply of Notebooks under IT Road Infrastructure - Land Transportation Component B Project

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ctivities	Assist the BAC and TWG in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	Assisted the BAC and TWG in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	5	5	5	5	
Timeliness of Procurement Process	Monitors procurement processes for public bidding and its documents in accordance with the standard within the prescribed deadline/timeline	Monitored procurement processes for public bidding and its documents in accordance with the standard within the prescribed deadline/timeline	5	5	4	4.7	
Procurement Documents	Controls and secures all procurement related documents	Controlled and secured all procurement related documents	5	4	-5	4.7	
Submission of Procurement Documents	public bidding to COA and NEDA in accordance with the standard	Prepared and submitted all procurement related documents for public bidding to COA and NEDA in accordance with the standard within the prescribed deadline/timeline	5	4	5	4.7	
Submission of Procurement Documents	requested by Solicitor General, NBI, and Ombudsman for the on- going cases in accordance with the standard timelines upon	Prepared and submitted procurement related documents as requested by Solicitor General, NBI, and Ombudsman for the ongoing cases in accordance with the standard timelines upon request	5	4	5	4.7	
upport Function:							
nswering of Queries		Handled various incoming calls/communication from different offices/suppliers/contractors	4	5	4	4.3	
nal Average Rating			4.9	4.4	4.7	4.7	
mments and Recommendations for Develop	pment Purposes						_

	Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	Jhanrey V. Embarca	2/27/2023	I certify that I discussed my assessment of the performance with Jay-R R. Oabel Immediate Supervisor	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Engr Roberto Se	2/2012
Legend		1 - Quality	2 - Efficiency	3 - Timeliness 4 - Average		
Rating		1 - Poor	2 - Unsatisfactory	3 - Satisfactory Satisfactory	5 - Outstanding	

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

V. Embarca, of the Procurement Unit, Division of Administrative 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 1 to october 16, 2022

			-	Date:	Ratee Febr	MBARCA ruary 27, 2023		
Reviewed by:		Date:		Aproved by:	11	Date	е	
JAY-R R. OABEL Immediate Supervisor		2/27/2023			ENGR. ROBERTO & SE Head of Division		2/27/2023	
				Rating				
Output	Success Indicator (Target + Measure)	Actual Accomplishment	Q	E	T	A	Remark	
Strategic Priority:							-	
Procurement of the following LTO Special Project 1. Procurement of Motorcycle Blank Metal Plates Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022 2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022 Procurement of Motorcycle Front Decal Plates	organize and make all necessary arrangement for meetings and conferences for the following bidded projects in accordance with the standard within prescribed deadline/timeline 1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping	Provided administrative support to the BAC and TWG, organize and make all necessary arrangement for meetings and conferences for the following bidded projects in accordance with the standard within prescribed deadline/timeline 1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022 2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022						
rastructure – Land Transportation Office imponent B Project Procurement of Supply of Computer Desktops Uninterruptible Power Supply under DOTr IT d Infrastructure - Land Transportation Office ponent B Project ocurement of Supply of Notebooks under DOTr ad Infrastructure - Land Transportation Office onent B Project	3. Procurement of Motorcycle Front Decal Plates 4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project 5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure – Land Transportation Office Component B Project 6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure – Land Transportation Office Component B Project	3. Procurement of Motorcycle Front Decal Plates 4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project 5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project 6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	5	4	5	4.7		

al Average Rating			4.9	4.4	4.7	4.7	
swering of Queries		Handled various incoming calls/communication from different offices/suppliers/contractors	4	5	4	4.3	
pport Function:							
ubmission of Procurement Documents	Prepares and submits procurement related documents as requested by Solicitor General, NBI, and Ombudsman for the on-going cases in accordance with the standard timelines upon request	Prepared and submitted procurement related documents as requested by Solicitor General, NBI, and Ombudsman for the on-going cases in accordance with the standard timelines upon request	5	4	5	4.7	
Submission of Procurement Documents	Prepares and submits all procurement related documents for public bidding to COA and NEDA in accordance with the standard within the prescribed deadline/timeline	Prepared and submitted all procurement related documents for public bidding to COA and NEDA in accordance with the standard within the prescribed deadline/timeline	5	4	5	4.7	
Procurement Documents	Controls and secures all procurement related documents	Controlled and secured all procurement related documents	5	4	5	4.7	
Timelines of Procurement Process	Monitors procurement processes for public bidding and its documents in accordance with the standard within the prescribed deadline/timeline	Monitored procurement processes for public bidding and its documents in accordance with the standard within the prescribed deadline/timeline	5	5	4	4.7	
arties.	Assists the BAC and TWG in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	Assisted the BAC and TWG in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	5	5	5	5.0	

	Discussed with	Date	Assessed by	Date	Final Ranking by Date
	Jhanrey V. Embarca	2 27 2023	I certify that I discussed my assessment of the performance with the	2 27 2023	Engr Roberto S. San 2121203
	Employee		Immediate Supervisor		Head of Division
egend		1 - Quality	3 - 2 - Efficiency Timelines: 3 -	4 - Average 4 - Very	
ating		1 - Poor	2 - Unsatisfactory Satisfactor		5 - Outstanding