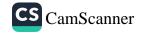
## INDIVIDUAL PEFORMANCE COMMITMENT AND REVIEW (IPCR) TARGET FOR THE YEAR 2024

I, AMELIA D. CABIGAO	_ of the _	Records Section	, Management Information Division, commit to deliver and agree to be rate	ed on the attainment of the following targets in
accordance with the indicated measure	sures for th	e period July to De	scember, 2023	Λ

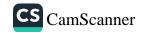
AMELIA D. CABIGAO
Ratee

Date: February 28, 2023

Reviewed by:	Date	Approved by:					Date
MA. PERPETUA FELICIDAD R OIC, MID - Records Sec		CLAUDIOUS, BONSOL, JR. Act ing-Chief, Management Informati	on Divisi	on			
MAJOR FINAL OUTPUT	SUCCESS FACTOR	ACTUAL ACCOMPLISHMENT		RAT	ING		REMARKS
	(Target + Measure)		Q <sup>1</sup>	E <sup>2</sup>	Т	A <sup>4</sup>	
STRATEGIC PRIORITY							
Verification of Motor Vehicle	All request are verified through the LTO IT Data Base; results printed and released to concerne personnel for preparation of reply, within 4 working hours upon receipt.						
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					
Routine Communications	Simple Memoranda, Letters, Reports, Endorsements, etc. shall follow the prescribed format, CSW; no revision, submitted within the day.						



MAJOR FINAL OUTPUT	SUCCESS FACTOR	ACTUAL ACCOMPLISHMENT		RAT	ING		REMARKS
	(Target + Measure)		Q <sup>1</sup>	E <sup>2</sup>	Т	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.					
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.					
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.					
SUPPORT FUNCTION							
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.)					



MAJOR FINAL OUTPUT	SUCCESS F (Target + M		ACTUAL AC	COMPLISHMENT		RAT	ING		REMARK
					Q <sup>1</sup>	E <sup>2</sup>	Т	A <sup>4</sup>	
Assistance to Walk-in Clients	Assist clients promptly wit respect, listen attentively queries; refer clients to pr within an hour upon arriva	to complaints and oper offices/persons	Assist clients within an office.	hour upon arrival in the					
Filing of documents and retrieval of documents.	Documents sorted, filed, a error; no missing documen		Documents filed within and retrieved within 2 l	the prescribed deadlines hours.					
	prescribed deadlines;								
inal Average Rating									
Comments and Recommendation for					VER	Y SATIS	FACTO	DRY	
Discussed With	Pote	Λεερε	ed hy	Date	Fir	nal Rank	ing By		Date
Discussed With  Amelia D. Cabigao  Senior Administrative Assistant I		Assess certify that I discussed my ass with the employee  MA. PERPETUA FELIC  OIC MID - Reco	essment of the performance	Date	CLAUDI	P	NSOL,	JR.	Date
Adobi g ex	II.	certify that I discussed my assovith the employee	essment of the performance	Date	CLAUDI	О В. ВО	NSOL,	JR.	Date
AMELIA D. CABIGAO	February 28, 2023	MA. PERPETUA FELIC OIC, MID - Reco	CIDAD R. UBALDO rds Section  3 - Timeliness  4	- Average	CLAUDI	O B. BO	NSOL,	JR.	Date

## INDIVIDUAL PEFORMANCE COMMITMENT AND REVIEW (IPCR) TARGET FOR THE YEAR 2024

I,AMELIA D. CABIGAO	of the	Records Section	, Management Information Division, commit to deliver and ag	ree to be rated on the attainment of the following targets in
accordance with the indicated meas	ures for th	ne periodJanuary to	o June, 2023 .	AMELIAD, CABIGAO
				Ratee

Date Reviewed by: Approved by: Date CLAUDIO B BONSOL, JR. MA. PERPETUA FELICIDAD R. UBALDO Act ing-Chief, Management Information Division OIC, MID - Records Section RATING REMARKS SUCCESS FACTOR MAJOR FINAL OUTPUT **ACTUAL ACCOMPLISHMENT** (Target + Measure) Q1 A4 STRATEGIC PRIORITY Verification of Motor Vehicle All request are verified through the LTO IT Data | Printed Verified Data Base; results printed and released to concerned Prepared information and endorsement personnel for preparation of reply, within 4 working hours upon receipt. Validation of verified plates through All verified plates request are validated through Validated MV Data within 4 working hours upon Land Transportation Management the Land Transportation Management System receipt System (LTMS) (LTMS) database, results printed and released to concerned personnel for preparation of reply within 4 working hours upon receipt Routine Communications Simple Memoranda, Letters, Reports, Submitted within the day Endorsements, etc. shall follow the prescribed format, CSW; no revision, submitted within the day.



February 28, 2023

Date:

MAJOR FINAL OUTPUT	SUCCESS FACTOR	ACTUAL ACCOMPLISHMENT		RAT	ING		REMARKS
	(Target + Measure)		Q <sup>1</sup>	E <sup>2</sup>	Т	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.					
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.					
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.					
SUPPORT FUNCTION							
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.)					



MAJOR FINAL OUTPUT	SUCCESS FACT		ACTUAL A	ACCOMPLISHMENT		REMARK			
	(Target + Meas	sure)			Q <sup>1</sup>	E <sup>2</sup>	Т	A <sup>4</sup>	
Assistance to Walk-in Clients	Assist clients promptly with c respect, listen attentively to a queries; refer clients to prope within an hour upon arrival in	complaints and er offices/persons	Assist clients within a office.	in hour upon arrival in the					
Filing of documents and retrieval of	Documents sorted, filed, and			in the prescribed deadlines					
documents.	error; no missing document, prescribed deadlines;	within the	and retrieved within 2	2 hours.					
Final Average Rating									
	Development Purposes				VEI	RY SATIS	SFACTO	DRY	
	Development Purposes				VEI	RY SATIS	SFACTO	DRY	
Final Average Rating  Comments and Recommendation for Discussed With	Development Purposes  Date	Asses	ssed by	Date		RY SATIS			Date
Discussed With  AMELIA D. CABIGAO	Date I ce with	ertify that I discussed my as the the employee  MA. PERPETUA FELL	cidad R. UBALDO	Date	CLAUE	inal Ran	king By	, JR.	Date
Discussed With	Date I ce with	ertify that I discussed my as	cidad R. UBALDO	Date	CLAUE	inal Ran	king By	, JR.	Date
Discussed With  AMELIA D. CABIGAO	Date I ce with	ertify that I discussed my as the the employee  MA. PERPETUA FELL	cidad R. UBALDO	Date 4 - Average	CLAUE	inal Ran	king By	, JR.	Date