

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Analiza A. Buhian, of the Technical Evaluation Section, Division of Operation 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 to June 2023.

ANALIZA A. BUHIAN
Ratee

Date:

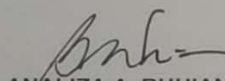

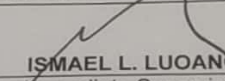
2-27-23

Reviewed by:	Date:	Aproved by:	Date
ISMAEL L. LUOANG Immediate Supervisor	2-27-23	DANILO W. ENCELA Head of Division	2-28-23

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Core Function:							
Output 1	100 % Accuracy Receives and validates the completeness of documents for Conduction Sticker ,Special Permit to Travel, and Motor Vehicle Classification						
Output 2	100 % Accuracy encodes and sorting incoming and outgoing documents for Operation Division and technical Evaluation Section						
Output 3	100 % Handled proper distribution of Outgoing document to different division						

Support Function:							
Output 1	100% Maintain all updated the files at records/ Storage Room						
Output 2	100 % Assist in the preparation of the meeting conducted by Operation Division						
Output 3	100 % Answering Incoming Calls						
Final Average Rating							

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 ANALIZA A. BUHIAN Employee	2-27-23	I certify that I discussed my assessment of the performance with the employee.	2-27-23	 DANILO J. ENCELA Head of Division	2-28-23
					
		ISMAEL L. LUOANG Immediate Supervisor			

Legend
Rating

Q - Quality
1 - Poor

E - Efficiency
2 - Unsatisfactory

T - Timeliness A - Average
3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding