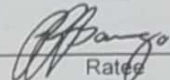




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ROGER RYAN H. BARROZO of MID - Computer Section, 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 - June 2022.


 Rated
 Date: FEBRUARY 28, 2023

Reviewed by:	Date	Approved by :	Date										
 CLAUDIO B. BONSOLO, JR Immediate Supervisor	02/28/2023	 CLAUDIO B. BONSOLO, JR Head of Office	02/28/2023										
OUTPUT	SUCCESS FACTOR(Target + Measure)	ACTUAL ACCOMPLISHMENT											
			5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor										
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">Ratings</th> <th>Remarks</th> </tr> <tr> <td>Q¹</td> <td>E²</td> <td>T</td> <td>A⁴</td> <td></td> </tr> </table>	Ratings				Remarks	Q ¹	E ²	T	A ⁴	
Ratings				Remarks									
Q ¹	E ²	T	A ⁴										

OUTPUT 1				
Staff Supervision (Center and Genset Maintenance and Repair and Maintenance of CL1 Laser Engraver)	Monitors staff work performance and coaches/motivates for improved performances and reinforced strengths; Delegates activities to qualified staff; Manages staff performance/productivity in alignment with the Division plans and programs and consistent with the Department's mission/goals using team approach; Identifies performance gaps and discusses learning and development options with the staff; Handles workplace relationships and objectively resolves conflicts, if any. Standard: based on planned schedules and deadlines.	<ul style="list-style-type: none"> Monitored staff work performance and coaches/motivates for improved performances and reinforced strengths; Delegated activities to qualified staff; Managed staff performance/productivity in alignment with the Division plans and programs and consistent with the Department's mission/goals using team approach; Identified performance gaps and discusses learning and development options with the staff; Handled workplace relationships and objectively resolves conflicts, if any. Always according to standard 	5	5
			5	5
OUTPUT 2				
			Ratings	
Attendance to Various Committee Meetings	Must have attended the meeting and actively provided inputs; as scheduled	<ul style="list-style-type: none"> Attended the meetings and actively provided inputs; as scheduled 	5	5.00

OUTPUT	SUCCESS FACTOR(Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
			Ratings				Remarks
			Q ¹	E ²	T	A ⁴	
OUTPUT 3			Ratings				Remarks
Records Management Filing of Documents	Documents sorted and filed without error; no missing documents. Standard: Documents filed within the prescribed deadline	• Documents sorted and filed without error; no missing documents Most of the time according to standards	5	4	5	4.67	
OUTPUT 4			Ratings				Remarks
Recording/Arrangement/Coordination of Meetings	All schedule of activities properly recorded, arranged and coordinated with complete information; no overlaps Standard: Before the end of the current day, the official is informed of the appointments and/or schedules for the meeting.	• All scheduled activities are properly recorded, arranged and coordinated with complete information; no overlaps Most of the time according to standards	5	4	5	4.67	
OUTPUT 5			Ratings				Remarks
Preparation of Official Documents Routine Communications (i.e. Verification of License Data, Requisition of Supplies and Equipment, Budgetary Requirements, PPMP, etc.)	Simple Memoranda, letters, Reports, Endorsements, etc. shall follow the prescribed formats, accuracy and correctness of information; CSW; no revision. Standard: Submitted within the day for Requisition of Supplies & Equipment; within 3 days upon receipt for verification of motor vehicle data; and within 5 days upon instruction for Budgetary Requirements, PPMP, etc.	• Prepared and submitted simple memoranda, letters, reports, endorsements, etc. and followed prescribed formats, accuracy and correctness of information; CSW; no revision. Always according to standard	5	5	5	5.00	
OUTPUT 6			Ratings				Remarks
Preparation of Monthly Report on Total Cards Printed	Prepares and tabulates accurately the total card printed and backlogs monthly report. Standard: Within ten (10) days of the following month	• Prepared and tabulated accurately the total card printed and backlogs monthly report. Most of the time according to standards	5	4	5	4.67	

OUTPUT	SUCCESS FACTOR(Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
			Ratings				Remarks
			Q ¹	E ²	T	A ⁴	
OUTPUT 7			Ratings				Remarks
Participation in the Bids and Awards Committee (BAC/SBAC) as members of the Technical Working Group (TWG)	Active participation in the BAC activities as member of the TWG such as bidding processes (pre-procurement; pre-bid conferences; bid opening or actual bidding process and post-qualification proceedings) set forth in the procurement law/policy; preparation of bidding documents for posting; determination of eligibility of the prospective bidder; conduct technical and financial evaluation of the winning bidder; preparation and recommendation of the result of evaluation to the Secretariat of Special & Awards Committee (BAC) and other related functions as may be necessary. Standard: Based on planned schedules and deadlines	<ul style="list-style-type: none"> Actively participated in the BAC activities as member of the TWG such as bidding processes (pre-procurement; pre-bid conferences; bid opening or actual bidding process and post-qualification proceedings) set forth in the procurement law/policy; conducted technical evaluation of the winning bidder. Always according to standard	5	5	5	5.00	
OUTPUT 8			Ratings				Remarks
Participation in the various Committees relative to DOTr Road Transport IT Infrastructure Project	Active participation to the activities/tasks of the Committees as stated in the ff.: Office Order Nos. 2018-222 (Acceptance Committee) & 2018-223 dated 21 June 2018 (Business Process Documentation Officers) Office Order No.2018-378 dated October 26, 2018 (reconstitution of the SBAC Secretariat) Office Order No.2018-242 dated 05 July 2018 (Addendum to Order No.2018-199, Composition of Steering Committee) Office Order No.2019-002 dated 05 December 2018 (Change Request Control Committee) Standard: Based on planned schedules and deadlines	<ul style="list-style-type: none"> Actively participated on the activities/tasks of the Committees as stated in Office Order No.2018-222 (Acceptance Committee) Always according to standard	5	4	5	4.67	

OUTPUT	SUCCESS FACTOR(Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor					Ratings		Remarks
			Q ¹	E ²	T	A ⁴				
OUTPUT 9			Ratings					Remarks		
Management and Monitoring of Maintenance of Data Center and Generator Sets	Monitors the Status of all Components of the Data Center and Generator Sets and Administer the maintenance activities conducted by the IT Provider. Standard: Based on planned schedules and deadlines	• Monitored the Status of all Components of the Data Center and Generator Sets and Administered the maintenance activities conducted by the IT Provider. Always according to standard	5	5	5	5.00				
OUTPUT 10			Ratings					Remarks		
Preparation of Documentary Requirements of Maintenance Billing of the IT Provider	Prepares all the compliance documents for the payment of Yearly Maintenance in Accordance with the Amendment of the Payment Schedule and Delivery Schedule of the Contract for LTO IT Infrastructure Project - Component A (AOP-2019-A-001) dated 12 October 2020. Standard: Based on planned schedules and deadlines	• Prepared all the compliance documents for the payment of Yearly Maintenance in Accordance with the Amendment of the Payment Schedule and Delivery Schedule of the Contract for LTO IT Infrastructure Project - Component A (AOP-2019-A-001) dated 12 October 2020. Always according to standard	5	5	4	4.67				
OUTPUT 11			Ratings					Remarks		
Management and Monitoring of Maintenance of CL1 Laser Engravers	Monitors and Facilitate the repair and maintenance of CL1 Laser Engraver nationwide Standard: Based on planned schedules and deadlines	• Monitored and Facilitated the repair and maintenance of CL1 Laser Engraver nationwide Always according to standard	5	5	5	5.00				
OUTPUT 12			Ratings					Remarks		
Preparation of Documentary Requirements for the Repair and Maintenance of CL1 Laser Engraver	Prepares all the documents pertinent to the Repair and Maintenance of CL1 Laser Engraver from Procurement to Billing in accordance with the procurement policy. Standard: Based on planned schedules and deadlines	• Prepared all the documents pertinent to the Repair and Maintenance of CL1 Laser Engraver from Procurement to Billing in accordance with the procurement policy. Always according to standard	5	5	4	4.67				

