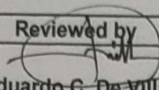


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Raul R. De Guzman, of the PABX Unit, General Services Section, Administrative 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 of July 1 to September 30, 2022.

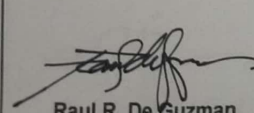
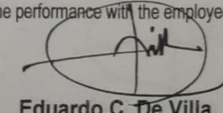
Raul R. De Guzman
Administrative Aide VI

Date : 02-22-2023

Reviewed by	Date	Approved by	Date
 Eduardo C. De Villa		Roberto S. Se	
OIC, General Services Section		Chief, Administrative Division	

MFO/PAP	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Operation and Maintenance	Operates the sound system/video set-up at R.F. Edu Hall, OASec Conference Room or the event venue within the compound with 95% efficiency.	Operated the sound system/video set-up at R.F. Edu Hall, OASec Conference Room or the event venue within the compound with 97% efficiency.	5	5	4	4.67	
Repair and Maintenance	Repair and maintain the electronics equipment in various offices at LTO Central Office with 93% completeness.	Repaired and maintained the electronics equipment in various offices at LTO Central Office with 96% completeness.	5	4	4	4.33	
	Repair and maintain the data cables and PABX System at LTO Central Office with 94% completeness.	Repaired and maintained the data cables and PABX System at LTO Central Office with 97% completeness.	5	4	4	4.33	
Job Order Request	Receive job order request and accomplish the repair of telephone facilities in various offices at LTO Central Office with 94% efficiency.	Accomplished job order needs and accomplished the repair of telephone facilities in various offices at LTO Central Office with 97% efficiency.	5	5	4	4.67	
Assistance	Assists in the venue preparation at R.F. Edu Hall and OASec conference room, with 95% efficiency and completeness.	Assisted in the venue preparation at R.F. Edu Hall and OASec conference room, with 97% efficiency and completeness.	4	5	5	4.67	
TOTAL RATING			24	23	21	22.7	
FINAL AVERAGE RATING			4.80	4.60	4.20	4.53	

Comments and Recommendation for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 Raul R. De Guzman Administrative Aide VI	02-22-23	 Eduardo C. De Villa OIC, General Services Section		Roberto S. Se Chief, Administrative Division	

Legend : 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average