

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ANALEE C. CORBETA of MID - Record 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 JULY 2022 TO DECEMBER 2022

analita
ANALEE C. CORBETA

Ratee

Date: February 27, 2023

Reviewed by: <i>[Signature]</i>		Date	Approved by: <i>[Signature]</i>		Date		
MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section		February 27, 2023	CLAUDIO B. BONSON JR Acting Chief, Management Information Division		February 27, 2023		
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
STRATEGIC PRIORITY							
Verification of Motor Vehicle	All request are verified through the LTO IT Data base, results printed and released to concerned personnel for preparation of reply, within 4 working hours upon receipt	Printed /Verified Data Prepared information and endorsement	4.75		4.75	4.9	
Validation of verified plate numbers through Land Transportation Management System (LTMS)	All Verified plate numbers are validated through the Land Transportation Management System (LTMS) database.	Validated MV Data within 4 hours upon receipt.	5		4.5	4.75	
CORE FUNCTIONS							
replies to email from different government agencies re: verification	Answers email from government agencies	Answered email within 4 working hours upon receipt	4.75		4.75	4.75	
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.)	4.75		4.75	4.75	

OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
Assistance to Walk-in Clients/ OFFICER OF THE DAY	Assist clients promptly with courtesy and respect, listen attentively to complaints and queries, refer clients to proper offices/persons within an hour upon arrival in the office	Assist clients within an hour upon arrival in the office.	4.75		4.75	4.75	
Reproduction of official documents	Properly arranged and collate, no missing documents, no necessary wastage in toner and paper, immediately upon instruction	Properly reproduced needed documents as instructed by superior, no unnecessary wastage in paper and toner	5		5	5	
Final Average Rating						4.81	

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
<i>analee c. corbeta</i> ANALEE C. CORBETA	February 27, 2023	I certify that I discussed my assessment of the performance with the employee <i>MA. PERPETUA FELICIDAD R. UBALDO</i> MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section	February 27, 2023	<i>CLAUDIO B. BONOL JR</i> CLAUDIO B. BONOL JR Acting MID	February 27, 2023
Administrative Aide VI					

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average 5 - Outstanding
Rating: 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory