


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RENZ CLAUDEL O. ARBOLEDA**, of the **Computer Section**, Division of **Management Information 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 **JULY** to **DECEMBER, 2022**.

  
**RENZ CLAUDEL O. ARBOLEDA**  
 Ratee

Date: **02/27/2023**

|                              |                   |                              |                   |
|------------------------------|-------------------|------------------------------|-------------------|
| Reviewed by:                 | Date:             | Aproved by:                  | Date              |
| <b>CLAUDIO S. BONSOL JR.</b> | <b>02/27/2023</b> | <b>CLAUDIO S. BONSOL JR.</b> | <b>02/27/2023</b> |
| Immediate Supervisor         |                   | Head of Division             |                   |

| Output   | Success Indicator (Target + Measure)   | Actual Accomplishment   | Rating |   |   |      | Remarks |
|--|--|---|--------|---|---|------|---------|
|  |  |   | Q      | E | T | A    |         |
| Strategic Priority:  |  |   |        |   |   |      |         |
| Member of Technical Working Group / TSS for Value Added Service Provider | Evaluating VASP for PMVIC at DOTr  | Evaluated IT Provider for Accrediation based on planned schedules                     | 4      | 5 | 5 | 4.67 |         |
| Member of the Acceptance and Evaluation Team for LTO - MVRES Project     | Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO MVRES | Checked and Evaluated the deliverables of the Provider based on the planned schedules | 5      | 4 | 5 | 4.67 |         |
| Member of the Acceptance and Evaluation Team for LTO - ITHUB Project     | Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO ITHUB | Checked and Evaluated the deliverables of the Provider based on the planned schedules | 5      | 4 | 5 | 4.67 |         |

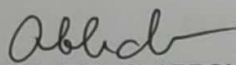

|   |  |   |   |   |   |      |  |
|---|--|---|---|---|---|------|--|
| <b>Member of the Acceptance and Evaluation Team for LTO - RSIC Project</b>                      | Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO RSIC                    | Checked and Evaluated the deliverables of the Provider based on the planned schedules   | 5 | 4 | 5 | 4.67 |  |
| <b>Member of the Acceptance and Evaluation Team for LTO - Component B Project</b>               | Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO Procurement Component B | Checked and Evaluated the deliverables of the Provider based on the planned schedules   | 5 | 4 | 5 | 4.67 |  |
| <b>Member of the Acceptance and Evaluation Team for LTO IT Project LOT - A Data Center Team</b> | Check and Accept the maintenance of the data center  | Checked and Evaluated the deliverables of the Provider based on the planned schedules   | 4 | 5 | 5 | 4.67 |  |
| <b>Core Function:</b>   |  |   |   |   |   |      |  |
| <b>Network Administrator for LTO Meraki Network</b>   | Configuration and Technical Support for LTO Meraki Network Nationwide  | Configured and Support LTO Concern regarding network in Central Office and LTO Sites nationwide                               | 4 | 4 | 5 | 4.33 |  |
| <b>Network Administrator for LTO Sophos Network</b>   | Configuration and Technical Support for LTO SophosNetwork Nationwide   | Configured and Support LTO Concern regarding network in Central Office and LTO Sites nationwide                               | 4 | 4 | 5 | 4.33 |  |
| <b>Active Directory Administrator</b>   | Generate user for LTO Employees in active directory and joining LTO Owned workstation in active directory                    | Generated user and joined the workstation of lto employees based on the planned schedule or 15mins upon receiving the request | 4 | 5 | 5 | 4.67 |  |

|  |   |   |   |   |   |      |  |
|--|---|---|---|---|---|------|--|
| <b>LTO E-mail Administrator</b>  | Generate user for LTO Employees for their official e-mail account   | Generated user within 15mins upon receiving of the request                                  | 4 | 5 | 5 | 4.67 |  |
| <b>OTRS Adminstrator</b>   | Generate user for LTO CCTSS and Client for LTO Ticketing System   | Generated users within 15mins upon receiving of the request                                 | 4 | 5 | 5 | 4.67 |  |
| <b>Support Function:</b>   |   |   |   |   |   |      |  |
| <b>Member of Inspection Team for Private Motor Vehicle Inspection Center</b> | Inspecting PMVIC IT System and Interconnectivity to LTO System LTMS   | Inspected PMVIC IT System and Interconnectivity to LTO system based on planned schedules    | 4 | 5 | 5 | 4.67 |  |
| <b>Technical Support in the Printing of Driver's License Card</b>            | Active Participation in the trainings and deployment of Dermalog peripherals and other related activities (Site Assessment; Initialization of Dermalog Workstations; Provides technical assistance nationwide thru Viber, FaceBook, and landline in the maintenance of 5-year validity driver's license equipment, network cabling central office/district office and troubleshooting workstations central office). | Joined training and Support LTO Sites having a concern in printing of Driver's License Card | 5 | 5 | 4 | 4.67 |  |

|  |   |  |   |   |   |      |  |
|--|---|--|---|---|---|------|--|
| <b>Monitoring and Repairing of Equipments and Peripherals Relative to the Printing of DL Cards</b> | Receives properly the complaints via various media from sites nationwide; Provides basic trouble shooting. Else, creates ticket number to Dermalog; Advises site on the required action to address the problem based on Dermalog recommendation (e.g. solution can be done remotely, ship malfunctioning hardware to MID, prepare request letter, etc.); Prepares Memo (Delivery of Defective Equipment/Peripherals) to Property; Repairs damaged equipment/peripherals; Prepares Memo (Delivery of Repaired Equipment/Peripherals) to Property to ship the equipment/peripherals back to the site. If for pick up, advises site that the equipment is already repaired and can be picked up from MID | Problem relayed immediately upon receipt or upon the availability of part/s<br><br><i>Note: If replacement of part is required, duration of repair is dependent on the availability of the same.</i> | 5 | 4 | 4 | 4.33 |  |
| <b>User Management Admin for 5-Year Validity Card System</b>                                       | Generates user account for Dermalog system (5YVC) nationwide<br>Activates/Deactivates user account, if needed<br>Creates/adds new agency in the system  | Implemented 10 minutes upon receiving the application  | 5 | 4 | 5 | 4.67 |  |
| <b>Monitoring Data Center</b>  | Monitoring all rooms in Data Center   | Monitored all rooms in Data Center based on planned schedules  | 5 | 5 | 4 | 4.67 |  |
| <b>Final Average Rating</b>  |   |  |   |   |   | 4.60 |  |



Comments and Recommendations for Development Purposes

| Discussed with   | Date                    | Assessed by  | Date                               | Final Ranking by  | Date            |
|--|-------------------------|--|------------------------------------|---|-----------------|
| <br><b>RENZ CLAUDEL O. ARBOLEDA</b><br>Employee | 02/27/2023              | I certify that I discussed my assessment of the performance with the employee. | 02/27/2023                         | <br><b>CLAUDIO B. BON SOL JR</b><br>Head of Division | 02/27/2023      |
|  |                         | <b>CLAUDIO B. BON SOL JR</b>   |                                    |   |                 |
|  |                         | Immediate Supervisor   |                                    |   |                 |
| Legend<br>Rating   | 1 - Quality<br>1 - Poor | 2 - Efficiency<br>2 - Unsatisfactory   | 3 - Timeliness<br>3 - Satisfactory | 4 - Average<br>4 - Very Satisfactory  | 5 - Outstanding |

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, RENZ CLAUDEL O. ARBOLEDA, of the Computer Section, Division of Management Information 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 JANUARY to JUNE, 2022.

*Ableda*  
RENZ CLAUDEL O. ARBOLEDA  
Ratee

Date: 27/02/2023

|                       |            |                       |            |
|-----------------------|------------|-----------------------|------------|
| Reviewed by:          | Date:      | Aproved by:           | Date       |
| CLAUDIO B. BONSOL JR. | 27/02/2023 | CLAUDIO B. BONSOL JR. | 27/02/2023 |
| Immediate Supervisor  |            | Head of Division      |            |

| Output   | Success Indicator (Target + Measure)   | Actual Accomplishment   | Rating |   |   |      | Remarks |
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| Member of Technical Working Group / TSS for Value Added Service Provider | Evaluating VASP for PMVIC at DOTr  | Evaluated IT Provider for Accreditation based on planned schedules                    | 4      | 5 | 5 | 4.67 |         |
| Member of the Acceptance and Evaluation Team for LTO - MVRES Project     | Check and Evaluate the equipment delivered and its functionality Hardware, Network and Software of LTO MVRES | Checked and Evaluated the deliverables of the Provider based on the planned schedules | 5      | 4 | 5 | 4.67 |         |
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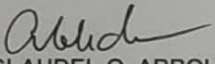


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Comments and Recommendations for Development Purposes

| Discussed with   | Date       | Assessed by   | Date       | Final Ranking by  | Date       |
|--|------------|---|------------|---|------------|
| <br><b>RENZ CLAUDEL O. ARBOLEDA</b><br>Employee | 27/02/2023 | I certify that I discussed my assessment of the performance with the employee.      | 27/02/2023 | <br><b>CLAUDIO B. BON SOL JR</b><br>Head of Division | 27/02/2023 |
|  |            |  |            |   |            |
|  |            | <b>CLAUDIO B. BON SOL JR</b><br>Immediate Supervisor                                |            |   |            |

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory

4 - Average  
4 - Very Satisfactory 5 - Outstanding