INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Nenette V. Se of the License 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 of JANUARY TO JUNE 2023

Nenette V. Se
Statistician III

Reviewed by :	Date	Approved by :		Date
RICHARD M. CORTEZ Immediate Supervisor	February 22, 2023	DANILO W ENCELA Head of Division		FEB. 22, 2023

			Rating	
		5	-	Outstanding
		4	-	Very Satisfactory
		3	-	Satisfactory
		2	-	Unsatisfactory
		1	-	Poor

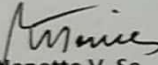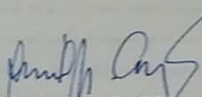| MFO/PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION							
Processing of Driver's License	Supervision In the Issuance of Driver's License						
Certifications	Certifications						
	Reviews & Approves Driver's License Certifications						
	*100% no typo-errors and wastage of certification forms						
	*100% on level of accuracy						
STRATEGIC FUNCTION							
Perform other duties assigned	Prepares Reply /Type Communications						
from time to time	Quality:		Q	E	T	A	
Preparation of Correspondence	100% no typographical error						
	Types in accordance to correspondence official format						
	prescribed by management						
	To prepare within 1-2 days upon receipt						
	-encodes RSU within (2-3) hours upon receipt						
SUPPORT FUNCTION							
PROCESSING OF REQUEST FOR SYSTEMS UPDATE (RSU)	Implementation of RSU for Customer Admin. Role Facility & DL-Record Update						
	- Encodes RSU for customer-admin.-role facility & driver's license record -update in LTO-IT-system forwarded by the different Regional & District Offices						
	- 100% -no error in encoding of driver's license information details						
	-encodes RSU within (2-3) hours upon receipt						

SUPPORT FUNCTION							
PROCESSING OF REQUEST FOR SYSTEMS DATA TAKE ON	Implementation of Requests for systems Data Take On forwarded by the different Regional & District Offices Evaluates & Implements RSU for Data Take On - 100% -no error in encoding of driver's license information details -encodes RSU within (2-3) hours upon receipt						
Total Over-all Rating							
Final Average Rating							
Adjectival Rating							

Comments and Recommendation for Development Purposes :

Discussed with :	Date :	Assessed by:	Date	Final Ranking	Date
Nenette V. Se Employee	February 4, 2021	RICHARD M. CORTEZ Head of Section		DANILO J. ENCELA Head of Division	2-2-23