

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I ARTHUR C. BUENAAGUA of Supply Unit, Property 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 October 17 to December 31, 2022


ARTHUR C. BUENAAGUA

Ratee

Date:

2/20/23

Reviewed by :		Date	Approved by :	Date
MARIA CLARISSA G. OGSI MER OIC, Property Section			LOUELLA V. MUTIA OIC, Administrative Division	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings	Remarks
Core Function			Q E T A	
OUTPUT 1				
Receive Accountable Forms and Non-Accountable Forms, Driver License Cards (DL, CL and SP)	Receives Accountable Form and Non - Accountable Forms, Driver's License Cards from the supplier with 100% accuracy	Received Accountable Form and Non - Accountable Forms, Driver's License Cards from the supplier 98% accuracy	4 5 5 4.7	
OUTPUT 2				
Release Accountable Forms and Non-Accountable Forms, Driver License Card (DL, CL and SP)	Releases Accountable Form and Non - Accountable Forms, Driver's License Cards to the Regional Offices with 100% accuracy	Released Accountable Form and Non - Accountable Forms, Driver's License Cards to the Regional Offices with 98% accuracy	4 5 5 4.7	
OUTPUT 3				
Monitors the status of the Accountable and Non-Accountable Forms from the National Printing Office and APO	Monitors the status of Accountable and Non-Accountable Forms from the National Printing Office and APO with 100% accuracy	Monitored the status of Accountable and Non-Accountable Forms from the National Printing Office and APO with 98% accuracy	4 5 5 4.7	

Support Function							Remarks
OUTPUT 1							
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 98% accuracy	4	5	5	4.7	
<b>Total Over-all Rating</b>			16	20	20	19	
<b>Final Average Rating</b>			4.0	5.0	5.0	4.7	
<b>Adjectival Rating</b>			VERY SATISFACTORY				
<b>Comments and Recommendation for Development Purposes :</b>							
<b>Discussed with :</b>	<b>Date :</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Ranking by:</b>		<b>Date</b>	
	2/28/2023	I certify that I discussed my assessment of the performance with the employee	2/28/23				
ARTHUR C. BUENAAGUA Employee		MARIA CLARISSA G. CCGSIMER Immediate Supervisor		LOUELLA V. MUTIA Head of Division			

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