

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ERLINDA R. DOLATRE of the License Section, OPERATIONS 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 **JANUARY TO JUNE 2023**

*ERLINDA R. DOLATRE*  
ERLINDA R. DOLATRE  
SR. TDO

Reviewed by :

*RICHARD M. CORTEZ*  
RICHARD M. CORTEZ  
Immediate Supervisor

Date

February 27, 2023

Approved by :

*DANILO J. ENCELA*  
DANILO J. ENCELA  
Head of Division

Date

2-28-23

MFO/PAP

SUCCESS FACTOR (Target + Measure)

ACTUAL ACCOMPLISHMENT

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

CORE 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

Ratings  
Q E T A

Remarks

STRATEGIC FUNCTION

PROCESSING OF REQUEST FOR SYSTEMS  
UPDATE-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

Q E T A

- 100% -no error in encoding of driver's license information  
details  
-encodes RSU within (2-3) hours upon receipt

SUPPORT FUNCTION									
PERFORM OTHER DUTIES		Prepares/Types Reply to Communications							
ASSIGNED FROM TIME TO TIME		Quality:							
		*100% no typographical error							
		*types in accordance to correspondence official format prescribed by the management							
Final Average Rating									
Adjectival Rating									
Comments and Recommendation for Development Purposes :									
Discussed with :	Date :	Assessed by:		Final Ranking by:					Date
<i>ER Dolatre</i>		<i>Rm</i>		<i>[Signature]</i>					
ERLINDA R. DOLATRE	February 23, 2023	RICHARD M. CORTEZ		DANILO A. ENCELA					2-28-23
Employee		CHIEF, LICENSE SECTION		Head of Division					
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE									