
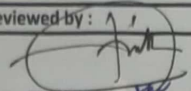


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

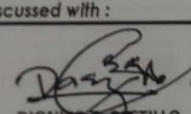
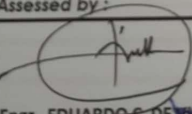
I DIONITO T. CASTILLO of the General Services Section, Administrative Division commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July 1, 2022 to December 31, 2022

  
**DIONITO T. CASTILLO**  
 Administrative Aide III  
 (Driver I)

Reviewed by : 	Date :	Approved by :	Date :
Engr. EDUARDO C. DE VILLA		LOUELLA V. MUTIA	
OIC, Gen. Services Section		OIC, Administrative Division	

OUTPUTS	SUCCESS FACTOR (Target + Measure )	ACTUAL ACCOMPLISHMENTS	RATINGS				
			5 - Outstanding				
			4 - Very Satisfactory				
			3 - Satisfactory				
			2 -				
			1 -				
OUTPUT 1			Q	E	T	A	Remarks
DRIVING & DELIVERY OF DOCUMENTS	Drive LTO service vehicle to deliver various LTO Official documents to different LTO Offices and other government entities & private offices with 98% completeness	Drived LTO service vehicle to deliver various LTO Official documents to different LTO Offices and other government entities & private offices with 100% completeness	5	5	5	5	
OUTPUT 2			Q	E	T	A	Remarks
REPORT	Accomplishes reports of official trips made in daily and monthly basis with 95% accuracy .	Accomplishes reports of official trips made in daily and monthly basis with 98% accuracy .	5	5	4	4.667	
OUTPUT 3			Q	E	T	A	Remarks
MANAGEMENT OF RTS DOCUMENT	Receive and collect various registered mailed letters considered return to sender (RTS) documents with 95%	Received and collected various registered mailed letters considered return to sender (RTS) documents with 98% efficiency	4	5	5	4.667	
	Record and docket return card/return to sender (RTS) Letters and various communication sith 98% completeness	Recorded and docketed return card/return to sender (RTS) Letters and various communication sith 100% completed	5	5	5	5	
			Q	E	T	A	Remarks
	Deliver and Distribute various letters, communications consider Return to Sender (RTS) with 95% completeness	Delivered and Distributed various letters, communications consider Return to Sender (RTS) with 98% completeness	5	5	4	4.667	
OUTPUT 4			Q	E	T	A	Remarks
TOTAL OVER-ALL RATINGS			24	25	23	24	
FINAL AVERAGE RATING			4.80	5.00	4.60	4.80	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date :	Assessed by :	Date :	Final Ranking by :	Date :
 DIONITO T. CASTILLO	02-22-23	 Engr. EDUARDO C. DE VILLA		LOUELLA V. MUTIA	
Employee		OIC, GENERAL SERVICES SECTION		OIC, Administrative Division	

Legend : 1) Quantly 2) Efficiency 3) Timeliness 4) Average