

# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **BERNADETTE A. FAMILARAN**, of the **MANAGEMENT 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 1, 2022 to June 30, 2022**.

*Bernadette A. Familiaran*  
Employee

Reviewed by:	Date: <b>7/24/2022</b>	Approved by:	Date: <b>7/24/2022</b>
<i>MCH</i> <b>MARCELINA C. HUGO</b> Immediate Supervisor		<i>ES</i> <b>EMERITA O. SOLIVEN</b> Head of Division	
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor




MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
CORE FUNCTIONS							
Monitoring Compliance to Office Policies, Rules and Regulations, and Internal Control System							
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin, and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	Reviewed and examined existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 92% accuracy for improvement and linkage to close the gap.  The LTMS Evaluation Team was created and the Memorandum re : Clarification on the collection of MVUC in the MVIRS dated 13 June 2022 was issued.	4	4	4	4	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks										
			Q1	E2	T3	A4											
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.	Reviewed the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed.	4	4	4	4											
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days.	Followed-up the compliance of audit findings on the remaining accountabilities of 24 field offices during the conduct of Operations Forum Batch 1: <table border="1"><thead><tr><th>Batch</th><th>Region</th><th>No. of Offices with remaining Accountabilities</th></tr></thead><tbody><tr><td rowspan="3">1</td><td>II</td><td>8</td></tr><tr><td>III</td><td>9</td></tr><tr><td>IV</td><td>7</td></tr></tbody></table>	Batch	Region	No. of Offices with remaining Accountabilities	1	II	8	III	9	IV	7	4	4	4	4	
	Batch	Region	No. of Offices with remaining Accountabilities														
1	II	8															
	III	9															
	IV	7															
Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.	Prepared one (1) Follow-up Report relative to the compliance of the Collection Unit to audit findings.																
Update of Uncomplied Audit Findings	Update the uncomplied audit findings of the district offices of regions 9 and 10 with 90% accuracy with 2 revisions and prepare memorandum to the Regional Directors as needed.	Prepared the follow-up Uncomplied Audit Findings Report for Palawan Do/ to be presented during the conduct of the Operations Forum.	4	4	4	4											

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
EODB-EGSD Monitoring Activities	<p>Conduct of monitoring on the EODB-EGSD of eleven (11) field offices on the compliance to RA 11032, 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.</p> <p>Prepare and Consolidate Central Office and Regional Offices Semi-Annual EODB Reports to the immediate supervisor, with 90% accuracy and completeness with 2 revisions, within 5 days upon receipt of the report.</p>		-	-	-	-	No assigned monitoring activities.
Non-Routine Communications	Prepare communications for submission to the Supervisor, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within ten (10) days upon receipt of the communications.		-	-	-	-	No assigned non-routine communications to be submitted to the immediate supervisor.
Routine Communications	<p>Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt.</p> <p>This also includes queries from employees or private individuals or other office requirements.</p>	Prepared <b>one (1) memoranda/Briefing Memo</b> relative to Collection Unit compliance to audit findings and <b>two (2) letters</b> relative to queries regarding LTMS Evaluation Team and LTMS Issues and Concerns after 92% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt.	4	4	4	4	
<b>Support Functions: (All other functions)</b>							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	4	4	4	4	

Policy as needed  
 Policies with 90%  
 Policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed.

4	4	4	4
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MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Monthly/ Annual Management Division's Accomplishment Reports	Prepares the Annual Report for Management Division with 90% accuracy and completeness based on the Management Division Tracking of Documents with 3 revisions, submitted within the semester.	Prepared the Annual Report (CY 2021) for Management Division with 90% accuracy and completeness based on the Management Division Tracking of Documents with 3 revisions, submitted within the semester.	4	4	4	4	
Committee Membership Meetings	90% participation in the meetings conducted as members of the CART and other Committees.	92% participation in the meetings conducted as member of the CART and other Committees. DLS Evaluation Team- 12	4	4	4	4	
Attend various actual and virtual trainings/seminars/conference/meetings and Prepare required report/output	Attend various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.	Attended various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 92% accuracy. AGIA Webinars- 3 Management Division- 18 Operations Forum- 1 Inter-Office- 2	4	4	4	4	
<b>TOTAL OVER-ALL RATING</b>			36 / 9				
Core Functions			Ave	%	Rating		
Support Functions			4	60	2.4		
<b>FINAL AVERAGE RATING</b>			4	40	1.6		
<b>ADJECTIVAL RATING</b>			4				
<b>Satisfactory</b>							
<b>Comments and Recommendations for Development Purposes</b>							
Discussed with:	Date:	Assessed by:	Date:	7/24/2022	Final Ranking by:	Date:	
 <b>Bernadette A. Familiaran</b> Employee		 <b>Marcelina C. Hugo</b> Immediate Supervisor		 <b>Emerita O. Soliven</b> Chief, Management Division			