

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ERLINDA R. DOLATRE** of the **License Section-OPERATION 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 TO DECEMBER 2022**

E. Dolatre
ERLINDA R. DOLATRE

SR. TDO

Reviewed by :

Date

Approved by :

Date

R. Cortez
RICHARD M. CORTEZ

February 27, 2023

D. Encela
DANILO J. ENCELA

2-28-23

Immediate Supervisor

Head of Division

OUTPUT

SUCCESS FACTOR (Target + Measure)

ACTUAL ACCOMPLISHMENT

5

-

Outstanding

4

-

Very Satisfactory

3

-

Satisfactory

2

-

Unsatisfactory

1

-

Poor

Ratings

Remarks

CORE FUNCTION

PROCESSING OF REQUEST FOR SYSTEMS

Implementation of RSU for Customer Admin. Role

UPDATE (RSU)

Facility & DL-Record Update

- Evaluates and Encodes RSU for customer-admin.-role facility & driver's license record -update in LTO-IT-system forwarded by the different Regional & District Offices

- Evaluated and Encoded RSU for customer-admin.-role facility & driver's license record -update in LTO-IT-system forwarded by the different Regional & District Offices

5

4

5

4.7

- 100% -no error in encoding of driver's license information details

- 100% -no error in encoding of driver's license information details

-encodes RSU within (2-3) hours upon receipt

-encoded RSU within (2-3) hours upon receipt

-actual quantity is (2,000)

STRATEGIC FUNCTION

PROCESSING OF REQUEST FOR SYSTEMS

Implementation of Requests for systems Data Take On

DATA TAKE ON

forwarded by the different Regional & District Offices

Evaluates & Implements RSU for Data Take On

Evaluated & Implemented RSU for Data Take On

5

5

5

5

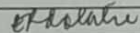
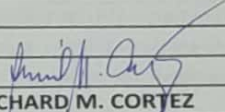
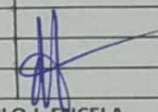
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-encodes RSU within (2-3) hours upon receipt

-encoded RSU within (2-3) hours upon receipt

- actual quantity is (200)

SUPPORT FUNCTION					
Perform other duties assigned from time to time	Prepares/Types Reply to Communications	Prepares/Types Reply to Communications			
	<u>Quality:</u>	<u>Quality:</u>			
	*100% no typographical error	*100% no typographical error	5	5	5
	*types in accordance to correspondence official format prescribed by the management	*types in accordance to correspondence official format prescribed by the management			
	*to prepare within 1-2 days upon receipt	*prepared within 1-2 days upon receipt			
		*actual quantity is five (5)			
Total Over-all Rating			15	14	15
Final Average Rating			5	4.6	5
Overall Rating			Very Satisfactory		
Comments and Recommendation for Development Purposes :					
Discussed with :	Date :	Assessed by:	Date	Final Ranking	Date
					
ERLINDA R. DOLATRE	February 27, 2023	RICHARD M. CORTEZ			DANILO J. ENCELA
Employee		Head of Section			Head of Division
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE					