
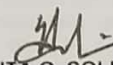


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)



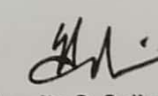
I, **BRIAN C. ALBARILLO**, of the **MANAGEMENT DIVISION**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July 1, 2022 to December 31, 2022**.

Brian C. Albarillo
Employee

Reviewed by:	Date: 2-28-2023	Approved by:	Date: 2/28/2023
 MARCELINA C. HUGO Immediate Supervisor		 EMERITA O. SOLIVEN 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							
1. 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 collated existing policies related to LTO's core functions in LETAS 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.	4	4	4	4	
	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.						

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
2. Management Audit / Validation of RIAS Audit findings	<p>Monitor the conduct of audit on the operational and financial transactions as well as property accountabilities of 15 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./</p> <p>Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.</p>	<p>Conducted the audit on the Accountability aspect of three (3) LTO District Offices Taguig Licensing Extension Office, Dagupan District Office and San Fernando Licensing Center with 100% 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 Procedures and in the prescribed format within 30 days.</p> <p>Conducted inventory for the following special audits.</p> <ul style="list-style-type: none"> Deliveries of MC Plates and other raw materials worth Php 209,453,040.00 Inventory of MV Blank Plates under the accountability of the Plate Making Plant (PMP) 	4	4	4	4	
3. Routine Communication	<p>Review and sign memoranda/Briefing Memo nad letters relative to the compliance to audit findings and 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, properly noted and released within twenty-four(24)hours from receipt.</p> <p>This also includes queries from employees or private individuals or other office requirements</p>	Prepared four (4) Acknowledgement letters for Region 5 relative to the audit findings and observations 90% accurate verification with the report with 2 revisions which shall follow the prescribed format within the two days upon receipt.	4	4	4	4	
5. Update of Uncompiled Audit Findings	Review and sign the memoranda and updated lists of uncompiled audit findings of the district offices with 90% accuracy with 2 revisions, properly noted and released within seventy-two (72) hours upon receipt.	Prepared (1) Memoranda regarding Uncompiled Audit Findings for Region 4A and 5, dated 02 August 2022 addressed to respective Regional Directors to update the regions of their uncompiled audit findings.	4	4	4	4	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
6. Routine Communication	Review and sign 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, properly noted and released within (24) hours from receipt. This also includes queries from employees or private individuals or other office requirements.	Prepared four (4) acknowledgement letters for Region 5, relative to the audit findings and observations after 90% accurate verification with the report, with 2 revisions which shall follow the prescribed format within 2 days upon receipt.	4	4	4	4	
Support Functions: (All other functions)							
9. 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 - 1 Management Division - 18	4	4	4	4	
TOTAL OVER-ALL RATING			Ave.	%		Rating	
Core Functions			4	60		2.4	
Support Functions			4	40		1.6	
FINAL AVERAGE RATING			4				
ADJECTIVAL RATING			Very Satisfactory				
Comments and Recommendations for Development Purposes							
Discussed with:	Date:	Assessed by:	Date:	Final Ranking by:	Date: 2/28/2021		
 Brian C. Albarillo Employee		I certify that I discussed my assessment of the performance with the employee  Marcelina C. Hugo Immediate Supervisor		 Emerita O. Soliven Chief, Management Division			