## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MERRY CHRIST L. MARASIGAN, of the Human Resource Development Section, Division of Administrative, 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 2022.

MERRY CHRIST L MARASIGAN

Reviewed by:

Date Approved by:

MARIA AGNES M. BAÑARES
Chief, Human Resource Development Section
Immediate Supervisor

Date Approved by:

ENGR. ROBERTO S. SE
Chief Administrative Division
Division Chief

Output	Success Indicator Actual Accomplishments			Ra	1000	Remarks	
	(Target + Measure)			E	T	A	
			Q				
ORE FUNCTION:  Contracts of Job Order and Contract of Service Personnel	Prepare Contract, Briefing Memorandum,  Memorandum and Obligation Request and Status for budget of Job Order and Contract of Service Personnel within the set deadline with 100% efficiency.	Prepared Contract, Briefing Memorandum, Memorandum and Obligation Request and Status for budget of Job Order and Contract of Service Personnel within the set deadline with 93% efficiency.	4	4	4	4.00	
HR Assessment Forms of Job Order and Contract of Service Personnel	Receive, evaluate, and assess credentials of recommended Job Order and Contract of Service Personnel with 100% accuracy within the set timeline.	Received, evaluated and assessed credentials of hiring and renewal of Job Order and Contract Service Personnel with 95% accuracy within the set timeline.	5	4	4	4.33	
Letter of Acceptance for resigning and end of contract employees	Prepare Letter of Acceptance for resigning and end of contract employees within the prescribed deadline with 100% accuracy.	Prepared Letter of Acceptance for resigning and end of contract employees within the prescribed deadline with 100% accuracy.	5	5	5	5.00	
ertifications of Assumption to Duty	Prepare Certificate of Assumption to duty of the newly hired Job Order and Contract of Service Personnel within the prescribed deadline with 100% percent accuracy and timeliness.	Prepared Certificate of Assumption to duty of the newly hired Job Order and Contract of Service Personnel within the prescribed deadline with 90% accuracy and timeliness.	4	4	4	4.00	

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		Target - Measure			1	1	7	14		
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Commence and Recommendations on Texas	Section Telephone									
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Output	Success Indicator	Actual Accomplishments	Ratings				Remarks
Marita	(Target + Measure)	Actual Accomplishments		E	T	A	THE THE THE
Monitor and updates list of Job Order and Contract of Service Personnel	Monitor and update list of Job Order and Contract of Service Personnel with 100% accuracy and timeliness.	Monitored and updated list of Job Order and Contract of Service Personnel with 95% accuracy and timeliness.		4	5	4.33	
Checklist of Requirements of newly hired Job Order and Contract of Service Personnel	Receive and accomplish checklist of the needed requirements of all newly hired Job Order and Contract of Service Personnel to be endorsed and submitted to the R&R and 201 files with 100% efficiency.	Received the needed requirements of all newly hired Job Order and Contract of Service Personnel to be endorsed and submitted to the R&R for their 201 files with 98% efficiency.		4	4	4.00	
PPORT FUNCTION:	,	and that to their 202 mes with 50% emerciney.		_			
Routine and Non-Routine Communication	Prepare written communications especially with regard and concern of the Job Order and Contract of Service Personnel with 100% accuracy within the set timeline.	Prepared written communications especially with regard and concern of the Job Order and Contract of Service Personnel with 100% accuracy with the set timeline.		4	4	4.00	
Filing of Documents	Sort and file documents relating to RSP without error and without any missing document and within the set schedule	Sort and filed documents relating to RSP without error and without any missing document and within the set schedule.		5	5	5.00	
Telephone Calls	Answer phone calls with 100% accuracy and timeliness.	Answered phone calls with 100% accuracy and timeliness.		5	5	5.00	
AVERAGE RATING			4.44	4.33	4.44	4.40	
ents and Recommendations for Developn	nent Purposes						
Discussed with :	Date Assessed by	Date	Final F	Rankin	g by		I D
RRY CHRIST DMARASIGAN	I certify that I discussed my assessment of the performance with the employee. employee.  MARIA AGNES M. BAÑARES		ENGR. RØBERTO S. SE ef, Administrative Divison				

5 - Outstanding

4- Average

4 - Very Satisfactory

3 - Timeliness

3 - Satisfactory

gend: 1- Quality

1 - Poor

2 - Efficiency

2 - Unsatisfactory

**CS** CamScanner