

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARITTES N. RATERTA**, of the Plate Unit, Property Section, Division of **Administration** 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, 2023**

**MARITTES N. RATERTA**  
Ratee

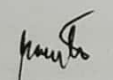

Date : **February 23, 2023**

Reviewed by :	Date	Approved by :	Date
<b>MARIA CLARISSA G. OSSIMER</b> OIC, Property Section Immediate Supervisor	12/21/23	<b>LOUELLA V. MUTIA</b> OIC, Administrative Division Division Chief	

MFO / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
PREPARE INSPECTION & ACCEPTANCE REPORT FOR ALL DELIVERED PLATE-RELATED SUPPLIES.	Prepares Inspection and Acceptance Report for all delivered plate-related supplies with 80% completeness.						
PREPARE WEEKLY & MONTHLY STATUS REPORT FOR ALL DELIVERED RAW PLATE- RELATED SUPPLIES	Prepares weekly and monthly status report for all delivered raw plate-related supplies with 80% accuracy.						

MFO/PAP		Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
CORE FUNCTION				Q	E	T	A	
PREPARE CORRESPONDENCES FOR PLATE UNIT		Types, prepares, collates various reports. Facilitate communications within an office with 80% accuracy.						
PREPARE DISBURSEMENT VOUCHER		Prepared Disbursement Vouchers and its necessary documents to be submitted to Accounting Section with 85% completeness.						
SUPPORT FUNCTION								
CERTIFICATION PREPARATION		Prepares certification for protocol plates as per request of judges for their retirement purposes with 90% accuracy						
FINAL AVERAGE RATING								

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 <b>MARI TTES N. RATERTA</b> Employee	02.23.2023	I certify that I discussed my assessment of the performance with the employee.  <b>MARIA CLARISSA G. OGSIMER</b> OIC, Property Section	12/13/23	<b>LOUELLA V. MUTIA</b> OIC, Administrative Division	

Legend: 1- Quality      2 - Efficiency      3 - Timeliness      4- Average

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARITTES N. RATERTA**, of the **Plate Unit, Property Section, Division of Administration** 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 2023 to JUNE, 2023**

**MARITTES N. RATERTA**

Ratee

Date : February 23, 2023


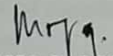
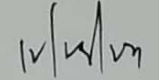
Reviewed by :	Date	Approved by :	Date
<b>MARIA CLARISSA G. OGSIMER</b> OIC, Property Section Immediate Supervisor	12/23/23	<b>LOUELLA V. MUTIA</b> OIC, Administrative Division Division Chief	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
PREPARE INSPECTION & ACCEPTANCE REPORT FOR ALL DELIVERED PLATE-RELATED SUPPLIES.	Prepares Inspection and Acceptance Report for all delivered plate-related supplies with 80% completeness.						
PREPARE WEEKLY & MONTHLY STATUS REPORT FOR ALL DELIVERED RAW PLATE- RELATED SUPPLIES	Prepares weekly and monthly status report for all delivered raw plate-related supplies with 80% accuracy.						



MFO / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION							
PREPARE CORRESPONDENCES FOR PLATE UNIT	Types, prepares, collates various reports. Facilitate communications within an office with 80% accuracy.						
PREPARE DISBURSEMENT VOUCHER	Prepared Disbursement Vouchers and its necessary documents to be submitted to Accounting Section with 85% completeness.						
SUPPORT FUNCTION							
CERTIFICATION PREPARATION	Prepares certification for protocol plates as per request of judges for their retirement purposes with 90% accuracy						
FINAL AVERAGE RATING							

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 <b>MARITTES N. RATERTA</b> Employee	02.23.2023	I certify that I discussed my assessment of the performance with the employee. employee.  <b>MARIA CLARISSA G. OGSIMER</b> IC, Property Section		<b>LOUELLA V. MUTIA</b> OIC, Administrative Division	

Legend: 1- Quality      2 - Efficiency      3 - Timeliness      4- Average