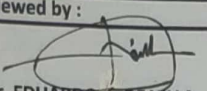
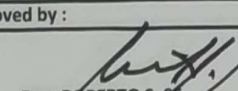


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

I ROWENA C. AGUILA of the General Services Section, Administrative 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 to June 30, 2022

Rowena C. Aguilan
ROWENA C. AGUILA
Administrative Aide

Reviewed by : 	Date :	Approved by : 	Date :
Engr. EDUARDO C. DE VILLA OIC, Gen. Services Section		Engr. ROBERTO S. SE Chief, Administrative Division	

OUTPUTS	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATINGS				
			5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-	Unsatisfactory		
			1	-	Poor		
OUTPUT 1			Q	E	T	A	Remarks
MAILING MANAGEMENT	Assign paste and stick on Bar codes for Registered Mail for endorsement to Philpost for mailing to its proper recipient ton any point in the Phils NCR, Luzon Vizayas & Mindanao & to any point in the world with 90% completeness & accuracy	Assigned paste and stick on Bar codes for Registered Mail for endorsement to Philpost for mailing to its proper recipient ton any point in the Phils NCR, Luzon Vizayas & Mindanao & to any point in the world with 95% completeness & accuracy	4	4	5	4.333	
			Q	E	T	A	Remarks
	Weigh mailing envelops for calculation of postage amount using the electronic Postage Meter Machine Pitney Bowes with 90% completeness and efficiency	Weighed mailing envelops for calculation of postage amount using the electronic Postage Meter Machine Pitney Bowes with 95% completeness and efficiency	5	4	4	4.333	
			Q	E	T	A	Remarks
	Deliver/ transmit to Philpost document for mailing with 95% completeness	Delivered/ transmitted to Philpost document for mailing with 98% completeness	4	5	5	4.667	
OUTPUT 2			Q	E	T	A	Remarks
RECORD MANAGEMENT	Collate / Consolidate/ Categorized Records such as Memorandum, Memo Circulars, Office Orders and others for filing with 90% completeness	Collated/ Consolidated/ Categorized Records such as Memorandum, Memo Circulars, Office Orders and others for filing with 95% completeness	4	4	5	4.333	
OUTPUT 3			Q	E	T	A	Remarks
REPORT	Prepares and Submit monthly report of serially numbered used gummed tape for endorsement to Philpost with 95% completeness	Prepared and Submitted monthly report of serially numbered used gummed tape for endorsement to Philpost with 98% completeness	5	5	4	4.667	
OUTPUT 4			Q	E	T	A	Remarks
TOTAL OVER-ALL RATINGS			22	22	23	22.33	
FINAL AVERAGE RATING			4.4	4.4	4.6	4.467	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date	Assessed by :	Date :	Final Ranking by :	Date :
<i>Rowena C. Aguilan</i> ROWENA C. AGUILA Employee	2-22-23	 Engr. EDUARDO C. DE VILLA OIC, GENERAL SERVICES SECTION		 Engr. ROBERTO S. SE Chief, Administrative Division	

Legend : 1) Quantity 2) Efficiency 3) Timeliness 4) Average