

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

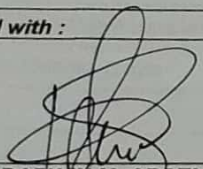
I **DARWIN M. ARCENA** of Supply Unit, Property Section, Administrative Division commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July 1 to December 31, 2023**

**DARWIN M. ARCENA**

Ratee

Date: **FEB 21, 2023**

Reviewed by :		Date	Approved by :				Date
<b>MARIA CLARISSA C. OGSIMER</b> OIC, Property Section		2/21/23	<b>LOUELLA V. MUTIA</b> OIC, Administrative Division				
Core Function	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
			Q	E	T	A	
<b>OUTPUT 1</b>							
Receive Accountable Forms and and Driver License Cards	Receives Accountable Forms and Driver's License Cards from the with 100% accuracy						
<b>OUTPUT 2</b>							
Release Accountable Forms and Driver License Card	Release Accountable Forms and Driver License Card to the Regional Offices with 100% accuracy						
<b>OUTPUT 3</b>							
es preventive maintenance	Takes preventive maintenance by ensuring the proper distribution of the supplies issued to regional offices with 100 % efficiency						

<b>Support Function</b>							
<b>OUTPUT 1</b>							
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy						
<b>Total Over-all Rating</b>							
<b>Final Average Rating</b>							
<b>Adjectival Rating</b>							
<b>Comments and Recommendation for Development Purposes :</b>							
<b>Discussed with :</b>	<b>Date :</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Ranking by:</b>	<b>Date</b>		
	FEB 21, 2023	I certify that I discussed my assessment of the performance with the employee					
DARWIN M. ARCENA Employee		Maria Clarissa G. Ogsimer Immediate Supervisor	2/21/23	LOUELLA V. MUTIA Head of Division			

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

Rating      1 - Poor      2 - Unsatisfactory      3 - Satisfactory      4 - Very Satisfactory      5 - Outstanding

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I DARWIN M. ARCENA of Supply Unit, Property 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, 2023

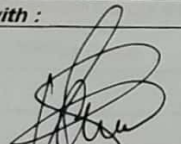
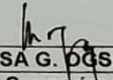

DARWIN M. ARCENA

Ratee

Date: FEB 21, 2023

Reviewed by :		Date	Approved by :				Date
<b>MARIA CLARISSA G. OSSIMER</b> OIC, Property Section		2/21/23	<b>LOUELLA V. MUTIA</b> OIC, Administrative Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
Core Function			Q	E	T	A	
<b>OUTPUT 1</b>							
Receive Accountable Forms and and Driver License Cards	Receives Accountable Forms and Driver's License Cards from the with 100% accuracy						
<b>OUTPUT 2</b>							
Release Accountable Forms and Driver License Card	Release Accountable Forms and Driver License Card to the Regional Offices with 100% accuracy						
<b>OUTPUT 3</b>							
Takes preventive maintenance	Takes preventive maintenance by ensuring the proper distribution of the supplies issued to regional offices with 100 % efficiency						



<b>Support Function</b>							
<b>OUTPUT 1</b>							
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy						
<b>Total Over-all Rating</b>							
<b>Final Average Rating</b>							
<b>Adjectival Rating</b>							
<b>Comments and Recommendation for Development Purposes :</b>							
<b>Discussed with :</b>		<b>Date :</b>	<b>Assessed by:</b>		<b>Date</b>	<b>Final Ranking by:</b>	<b>Date</b>
		FEB 21, 2023		I certify that I discussed my assessment of the performance with the employee			
DARWIN M. ARCENA Employee				 MARIA CLARISSA G. DGSIMER Immediate Supervisor		 LOUELLA V. MUTIA Head of Division	

Legend      1 - Quality      2 - Efficiency      3 - Timeliness      4 - Average  
 Rating      1 - Poor      2 - Unsatisfactory      3 - Satisfactory      4 - Very Satisfactory      5 - Outstanding