

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, LYNDIA C. ARDY, of the Planning Staff, Office of the Assistant Secretary, commit to fulfill and agree to be rated on the statement of the following targets in accordance with the indicated measures for the period of July-December, 2023

Lyndia C. Ardy  
LYNDIA C. ARDY  
Administrative Aide VI

2/07/23  
Date

Reviewed by:	Date	Approved by:	Date				
<u>Mari C. Tondares</u> PRECIOUS MARIE C. TONDARES	<u>1/10/2023</u>	<u>Leonard E. Lopez</u> LEONARDO E. LOPEZ Executive Director, LTO					
Immediate Supervisor			Ratings				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Q	E	T	A	Remarks
CORE FUNCTION							
OUTPUT 1							
MFO1 Assist in the conduct of Strategic Planning and/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceding performance period and map out plans for the succeeding rating period						
OUTPUT 2							
MFO1 Statistical Estimation/Projection	1 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards The statistical estimates for the MIS transaction should be accurate, unbiased and consistent and based on planned schedules & set deadlines/instruction						
OUTPUT 3			Q	E	T	A	
MFO 3 Statistical Services Generation of Statistical / Report Verification as to MIS Data Accuracy	4 of prepared MIS reports with an effective and accurate statistical reports. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports						

OUTPUT 4		Q	E	T	A	Remarks
MFO 1 Statistical Services MIS Reports Monitoring	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A journal of the date of submission, completeness & deficiencies, if any of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.					
OUTPUT 5		Q	E	T	A	Remarks
MFO 1 Statistical Services Assistance/ address of researcher's needs for Statistical Data & other reports of the office	25 No. of researchers who were assisted & whose need for the LTO statistical data/other outputs of the office has been attended well. The researchers' needs must addressed in a courteous & responsive manner.  A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival					
Final Average Rating						

Comments and Recommendation for Development Purposes :

Discussed with :	Date : February 2023	Assessed by:	Date	Final Ranking By:	Date
<i>Lyndia C. Aloy</i> LYNDIA C. ALOY Employee	2/13/2023	<i>Precious Marie C. Tondares</i> PRECIOUS MARIE C. TONDARES Immediate Supervisor	II/13/2023	<i>Giovanni Z. Lopez</i> GIOVANNI Z. LOPEZ Executive Director, LTO	

Legend  
Rating

1- Quality  
1- Poor

2-Efficiency  
2-Unsatisfactory

3-Timeliness  
3-Satisfactory

4-Average  
4-Very Satisfactory

5-Outstanding

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, LYNDIA C. ALOY of the **Planning Staff, Office of the Assistant Secretary**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2023

*Lyndia C. Aloy*  
LYNDIA C. ALOY  
Administrative Aide VI

2/13/2023

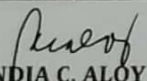
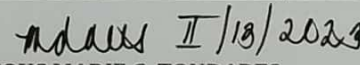
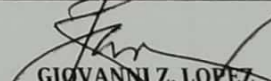
Reviewed by :	Date	Approved by :	Date				
<i>mdares</i> PRECIOUS MARIE C. TONDARES	2/13/2023	<i>Giovanni Z. Lopez</i> GIOVANNI Z. LOPEZ Executive Director, LTO					
Immediate Supervisor			Ratings				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Q	E	T	A	Remarks
CORE FUNCTION							
OUTPUT 1							
MF01 Assist in the conduct of Strategic Planning and/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period						
OUTPUT 2			Q	E	T	A	Remarks
MF01 Statistical Estimation/Projection	1 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards The statistical estimate s for the MIS transaction should be accurate , unbiased and consistent and based on planned schedules & set deadlines/instruction						
OUTPUT 3			Q	E	T	A	Remarks
MF0 1 Statistical Services Generation of Statistical Report/ Verification as to MIS Data Accuracy	4 of prepared MIS reports with an effective and accurate statistical reports. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports						



**PUT 4**

FO 1			Q	E	T	A	Remarks
Statistical Services MIS Reports Monitoring	16. LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A journal of the date of submission, completeness & deficiencies, if any of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.						
<b>OUTPUT 5</b>							
MF0 1			Q	E	T	A	Remarks
Statistical Services Assistance/ address of researcher's needs for Statistical Data & other reports of the office	25 No. of researchers who were assisted & whose need for the LTO statistical data/other outputs of the office has been attended well. The researchers' needs must addressed in a courteous & responsive manner.  A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival						
<b>Final Average Rating</b>							

**Comments and Recommendation for Development Purposes :**

Discussed with :	Date : February 2023	Assessed by:	Date	Final Ranking by:	Date
 LYNDIA C. ALOY Employee	2/12/2023	 PRECIOUS MARIE C. TONDAIRES Immediate Supervisor		 GIOVANNI Z. LOPEZ Executive Director, LTO	

**Legend  
Rating**

**1- Quality**  
1- Poor

**2-Efficiency**  
2-Unsatisfactory

**3-Timeliness**  
3-Satisfactory

**4-Average**  
4-Very Satisfactory

**5-Outstanding**