
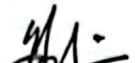


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MARCELINA C. HUGO, of the MANAGEMENT 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 31, 2022 to December 1 to 31, 2022.

Marcelina C. Hugo
Employee 278-2023




Reviewed by:	Date: <u>2/28/2023</u>	Approved by:	Date: <u>2/28/2023</u>
 EMERITA O. SOLIVEN		 EMERITA O. SOLIVEN	
Immediate Supervisor		Head of Division	
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
CORE FUNCTIONS							
Personnel Supervision							
1. Personnel Administration and Supervision of Management Division	90% communicates in clear, concise manner, discuss the policies, plans, program and issues intelligently and comprehensively, enforces policies and procedures consistently, monitors staff work performance and coaches/ motivates for improved performance and reinforced strengths, delegates activities to qualified staff, manages staff performance productivity in alignment with the Office's mandates, mission and vision.	95% communicated in clear, concise manner, discussed the policies, plans, program and issues intelligently and comprehensively, enforced policies and procedures consistently, monitored staff work performance and coached/ motivated for improved performance and reinforced strengths, delegated activities to qualified staff, managed staff performance productivity in alignment with the Office's mandates, mission and vision.	5	5	4	4.67	
Formulation of Policies and Guidelines							
2. Policies and Recommended implementation	Guidelines for Review and provide inputs and comments on policies formulated / recommended for approval and implementation with 90% accuracy at the end of the semester.	Reviewed policies regarding MV Registration in the Motor Vehicle Inspection and Registration System (MVIRS) and Driver's License System (DLS) and provided inputs and comments on policies formulated / recommended for approval and implementation with 92% accuracy at the end of the semester.	5	4	4	4.33	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System							
3. Operation Management and Supervision of the Management Division	90% reviews, monitors goals and procedures and evaluates the effectiveness and quality of the Division's plans and programs, identifies problem areas or forecasts program needs in strategic plans, recommends possible solutions and/or makes logical decisions based on available data, establishes priorities and provides timetable for attainment of goals and objectives, implements internal control systems and manages available resources efficiently, based on planned schedules and deadlines.	92% reviewed and monitored goals and procedures and evaluated the effectiveness and quality of the Division's plans and programs, identified problem areas or forecasted program needs in strategic plans, recommended possible solutions and/or makes logical decisions based on available data, established priorities and provided timetable for attainment of goals and objectives, implemented internal control systems and managed available resources efficiently, based on planned schedules and deadlines.	5	4	5	4.67	
4. Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	Reviewed and examined existing policies related to LTO's core functions: Registration, Licensing, LETAS, together with EODB, Admin and Finance Functions and determined the gap between the implementation of policies and actual application in the LTMS and provided recommendations with 92% accuracy for improvement and linkage to close the gap. The LTMS Evaluation Team Reports were consolidated into one (1) report, the LTMS Evaluation Team Report and this was forwarded to the Steering Committee, Office of the Executive Secretary, Commission on Audit-LTO, Management Information Division (MID), Team Leaders, Dermalog and Regions.	5	5	4	4.67	
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.	Reviewed the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed. The Citizen's Charter and all its updated parts were also digitalized upon MD's suggestion to create a uniform QR Code for clients' ready reference and access.	5	5	5	5	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
5. Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.	<p>Conducted audit on the operational transactions of the following LTO DOs/LCs with 100% accuracy and ensure that working papers are complete, that audit was conducted with objectivity, proper, coordination and respect based on COA policies, BTr, IAD Procedure Manual and other Office Procedures in the prescribed format and period, to wit:</p> <ul style="list-style-type: none"> • San Juan Licensing Center • Laoag District Office • Candon District Office <p>Audit report for San Juan Licensing Center was already submitted to top management.</p>	4	5	5	4.67	
6. Update of Uncompiled Audit Findings	Review/ initial the memoranda and updated lists of uncompiled audit findings of the district offices with 90% accuracy with 2 revisions, properly noted and released within seventy-two (72) hours upon receipt.	Reviewed/ initialed fifteen (15) Memoranda re: Uncompiled Audit Findings dated 02 August 2022 addressed to respective Regional Directors to update the regions of their uncompiled audit findings.	5	5	5	5	
7. EODB-EGSD Monitoring Activities	Conduct of monitoring activities on eleven (11) field offices on the compliance to RA 11032 with 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.	<p>Monitored the conduct of EODB-EGSD Monitoring Activities before ARTA performs onsite monitoring of the following LTO Offices:</p> <ul style="list-style-type: none"> • Muntinlupa District Office • Las Piñas District Office • Parañaque District Office <p>Conducted EODB-EGSD monitoring activities at the following LTO Offices:</p> <ul style="list-style-type: none"> • San Juan Licensing Center • Laoag District Office • Candon District Office 	5	4	5	4.67	
	Prepare Central Office Sub-Committee Reports and assist in the submission to the CART Chair the Regional Offices' EODB Semi-Annual Reports for consolidation and endorsement to DOTr with 90% accuracy and completeness with 2 revisions, properly noted and released within 5 days upon receipt of the reports.	Prepared one (1) Central Office Sub-Committee Report with 92% accuracy and completeness with 2 revisions, properly noted and released within 5 days upon receipt of the reports.					

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
8. Facilitation of Clearances of retired/retirable or resigned officials and employees	Facilitate/initial clearances of retired/retirable or resigned officials and employees with 100% accuracy within seventy-two (72) hours from receipt	Facilitated/initialled ninety (90) clearances of retired/retirable or resigned officials and employees forwarded/ submitted to the Management Division with 92% accuracy, properly noted and released within twenty-four (24) hours from receipt.	5	5	5	5	
9. Non-Routine Communications	Review / initial communications for submission to Top Management, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seventy-two (72) hours from receipt.	Reviewed / initialled two (2) communications for submission to Top Management, 90% accurate and complete (CSW), documentation properly noted, with 2 revisions and released within twenty-four (24) hours from receipt to wit:	4	5	5	4.67	
10. Routine Communications	Review / initial memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format, properly noted and released within twenty-four (24) hours from receipt. This also includes queries from employees or private individuals or other office requirements.	Reviewed and initialled forty-six (46) memoranda/Briefing Memo and letters relative to compliance to audit findings, and thirteen (13) various communications to answer employees or private individual's queries after 92% accurate verification with 3-5 revisions, which followed the prescribed format, properly noted and released within twenty-four (24) hours from receipt.	4	5	5	4.67	
Support Functions: (All other functions)							
1. Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.	5	5	5	5	
2. Preparation of Monthly Attendance Report	Review six (6) accurate and complete report based on the DTRs signed by the employees and supervisor, approved application for leave and travel order (if any) are attached, submitted with 2 revisions, after 7 days upon receipt of all signed DTRs.	Reviewed and initialled six (6) accurate and complete report based on the DTRs signed by the employees, various application for leave are attached, submitted with 2 revisions, within 2 days upon receipt of all signed DTRs.	5	5	5	5	
3. Monthly/Annual Mgt. Division's Accomplishment Reports	Review and initial with 90% accuracy and completeness the six (6) Monthly/ Annual Management Division Accomplishment reports based on the Management Division Tracking of Documents with 3 revisions, submitted within the Semester.	Reviewed and initialled with 92% accuracy and completeness of six (6) Monthly/ Annual Management Division Accomplishment reports based on the Management Division Tracking of Documents with 2 revisions, submitted within the Semester.	4	5	5	4.67	
4. Committee Membership Meetings	90% participation in the meetings conducted as member of the CART, Steering, Executive, Management and other Committees.	92% participation in the meetings conducted as member of the Committee on Anti-Red Tape (CART)	5	4	5	4.67	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
5. Receiving/recording and of Recording/Releasing Documents	Action requires utmost courtesy and proper handling of documents with attachments noted, subject matter and origin correctly encoded in the documents tracking system or recorded in the logbook with 90% accuracy with 2 errors; no missing document. All documents received and released within the day are encoded or recorded on the same day. Monitor the encoding of policies with 90% accuracy and completeness for verification/reference and easy retrieval within the day upon receipt.	Action requires utmost courtesy and proper handling of documents with attachments noted, subject matter and origin correctly encoded in the documents tracking system or recorded in the logbook with 92% accuracy with 2 errors; no missing document. All documents received and released within the day are encoded or recorded on the same day. Monitored the encoding of policies with 92% accuracy and completeness for verification/reference and easy retrieval within the day upon receipt.	5	5	5	5	
6. Monitor the Filing of Documents	Monitor the sorting and filing of documents without error; no missing document and file within three days upon receipt.	Monitored the sorting and filing of documents without error; no missing document and file within three days upon receipt.	5	5	5	5	
7. Reproduction of Official Documents and other materials	Monitor the proper arrangement and collating of documents; no missing documents. Under normal condition, action shall be within thirty (30) minutes upon instruction.	Monitored the proper arrangement and collating of documents; no missing documents. Under normal condition, action shall be within twenty (20) minutes upon instruction.	5	5	5	5	
TOTAL OVER-ALL RATING			86.36 /18				
			Ave.	%	Rating		
Core Functions		52.02 / 11	4.72	60%	2.83		
Support Functions		34.34 / 7	4.90	40%	1.96		
FINAL AVERAGE RATING			4.79				
ADJECTIVAL RATING			Very Satisfactory				
Comments and Recommendations for Development Purposes							
Discussed with:	Date: 2-28-2023	Assessed by:	Date: 2/28/2023	Final Ranking by:	Date: 2/28/2023		
 Marcelina C. Hugo Employee		I certify that I discussed my assessment of the performance with the personnel.  EMERITA O. SOLIVEN Immediate Supervisor		 EMERITA O. SOLIVEN Chief, Management Division			