

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, NIVETTE AMBER M. PASTORITE of Plate Unit, 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 to June 2022

NIVETTE AMBER M. PASTORITE
Administrative Division V

Reviewed by :

Date

Approved by :

Date

MARIA CLARISSA C. OGSIMER
Immediate Supervisor

ENGR. ROBERTO S. SE
Head of Office

OUTPUT

SUCCESS FACTOR
(Target + Measure)

ACTUAL ACCOMPLISHMENT

5.00 - Outstanding
4.00 - Very Satisfactory
3.00 - Satisfactory
2.00 - Unsatisfactory
1.00 - Poor

Ratings

Remarks

CORE FUNCTIONS

OUTPUT 1

Supervise the activities of the Plate Unit, Property Section, Administrative Division	Supervises the activities of the Plate Unit, Property Section, Administrative Divisionwith 90% efficiency	Supervised the activities of the Plate Unit, Property Section, Administrative Divisionwith 92% efficiency	4.0	4.0	5.0	4.3	
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OUTPUT 2

Act as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section	Acts as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section with 90% efficiency	Acts as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section with 95% efficiency	4.0	4.0	5.0	4.3	
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OUTPUT 3

Prepare correspondences regarding Plate-related documents	Prepares correspondences regarding Plate-related documents with 90% efficiency	Prepares correspondences regarding Plate-related documents with 95% efficiency	4.0	5.0	5.0	4.7	
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OUTPUT 4

Develop and implement record management policies, procedures, and guidance and provides advice on record keeping issues in the Plate Unit;	Develops and implements record management policies, procedures, and guidance and provides advice on record keeping issues in the Plate Unit with 90% efficiency;	Developed nd implemented record management policies, procedures, and guidance and provides advice on record keeping issues in the Plate Unit with 93% efficiency;	4.0	4.0	4.0	4.0	
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SUPPORT FUNCTIONS

			Q	E	T	A	Remarks
Act as OIC, Procurement Unit, Administrative Division in the absence of the Chief, Procurement Unit	Acts as OIC, Procurement Unit, Administrative Division in the absence of the Chief, Procurement Unit with 90% efficiency	Acted as OIC, Procurement Unit, Administrative Division in the absence of the Chief, Procurement Unit with 90% efficiency	4.0	3.0	4.0	3.7	
OUTPUT 6			Q	E	T	A	Remarks
Act as a member of the Bids and Awards Committee (BAC) to perform the BAC-Secretariat tasks	Performs the tasks of being a BAC-Secretariat with 85% efficiency	Performed the tasks of being a BAC-Secretariat with 90% efficiency	5.0	5.0	4.0	4.7	
OUTPUT 7			Q	E	T	A	Remarks
Monitor the procurements and deliveries of plates and its other anillary supplies	Monitors the procurements and deliveries of plates and its other anillary supplies with 90% efficiency	Monitored the procurements and deliveries of plates and its other anillary supplies with 90% efficiency	4.0	4.0	5.0	4.3	
OUTPUT 8			Q	E	T	A	Remarks
Act as a member/ secretariat for various committees	Acts as a member/ secretariat for various committees with 80% efficiency	Acted as a member/ secretariat for various committees with 80% efficiency	5.0	5.0	5.0	5.0	
OUTPUT 9			Q	E	T	A	Remarks
Perform other tasks as instructed by the Superiors	Perform other tasks as instructed by the Superiors with 85% efficiency	Performed other tasks as instructed by the Superiors with 95% efficiency	5.0	5.0	4.0	4.7	
Total Over-all Rating			39	39	41	40	
Final Average Rating			4.3	4.3	4.6	4.4	
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes :							
Discussed with :		Date :	Assessed by:		Date	Final Ranking by:	
NIVETTE AMBER M. PASTORITE		20-Feb-23	MARIA CLARISSA G. OGSIMER		2/27/23	ENGR. ROBERTO S. SE	
Employee			Immediate Supervisor			Head of Division	
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							