
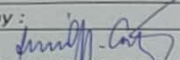
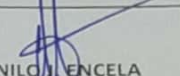
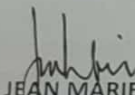
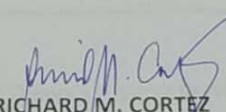



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JEAN MARIE T. ARBIS, of the License Section-Operations 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 January to June 2022


JEAN MARIE T. ARBIS
Sr.TDO

Reviewed by :  RICHARD M. CORTEZ Immediate Supervisor	Date February 27, 2022	Approved by :  DANILO ENCELA Chief Operations Division	Date 2-28-23 February 27, 2022														
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor														
STRATEGIC PRIORITY			<table border="1"> <thead> <tr> <th colspan="4">Ratings</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ratings				Remarks	Q	E	T	A					
Ratings				Remarks													
Q	E	T	A														
Processing of Driver's License Certifications	To issue 100% of applied Certifications by the requesting clients	Issued 100% of Driver's License Certifications 600 Printed driver's licenses	<table border="1"> <tbody> <tr> <td>4</td> <td>4</td> <td>5</td> <td></td> <td></td> </tr> </tbody> </table>	4	4	5											
4	4	5															
Letter reply on incoming communications	To reply 100% of letter request	Answered 100% letter request Replied to 216 letter request	<table border="1"> <tbody> <tr> <td>4</td> <td>4</td> <td>5</td> <td>4.33</td> <td></td> </tr> </tbody> </table>	4	4	5	4.33										
4	4	5	4.33														
CORE FUNCTION			<table border="1"> <thead> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Q	E	T	A	Remarks									
Q	E	T	A	Remarks													
Print driver Certifications as per client request	To print 100% of request for driver's license Certifications	Printed 100% of driver's license request 600 Printed driver's licenses	<table border="1"> <tbody> <tr> <td>5</td> <td>4</td> <td>5</td> <td></td> <td></td> </tr> </tbody> </table>	5	4	5											
5	4	5															
Satisfy client's query and request for license certification through letter reply	To reply to 100% letter request	Answered 100% letter request Replied to 216 letter request	<table border="1"> <tbody> <tr> <td>5</td> <td>4</td> <td>5</td> <td>4.66</td> <td></td> </tr> </tbody> </table>	5	4	5	4.66										
5	4	5	4.66														

SUPPORT FUNCTION			Ratings				Remarks	
			Q	E	T	A		
Performed other duties from time to time.	Target : 100% comply with assigned new task	100% participated on ARTA implementation - Committee in PACD	4	4	5	4.33		
			Q	E	T	A		
Total Over-all Rating			4.25	4	5	13.25		
Final Average Rating			4.33	4.66	4.33	4.44		
Adjectival Rating			VERY SATISFACTORY					
Discussed with :	Date :	Assessed by:	Date	Date	Final Ranking by:	Date		
 JEAN MARIE T. ARBIS Employee	FEBRUARY 27 ,2022	 RICHARD M. CORTEZ Chief, License Section Head of Section			 DANILO J. ENCELA Chief, Operations Division Head of Agency	2 - 28 - 23		

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JEAN MARIE T. ARBIS of the License Section-Operations Division commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the asures for the period July to December 2022

JEAN MARIE T. ARBIS
SR TDO

Reviewed by : <i>RICHARD M. CORTEZ</i> Immediate Supervisor	Date FEBRUARY 27, 2023	Approved by : <i>DANILO L. ENCELA</i> Chief, Operations Division	Date <i>2-28-23</i> FEBRUARY 27, 2023
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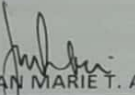
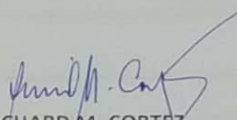

OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor			
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STRATEGIC PRIORITY			Ratings				Remarks
			Q	E	T	A	

Processing of Driver's License Certifications	To issue 100% of request for certifications of driver's licenses	Printed 100% of driver's license certifications 877 requested driver's license Certs 877 Printed Certificationns	4	4	5		
Letter reply to incoming communications	To reply to 100% letter request	Replied to 100% letter requested 285 request letter 285 replied to request letter	4	4	5		4.33

CORE FUNCTIONS			Q	E	T	A	Remarks
Print driver's license certifications as per client request Satisfy client's query and request for license certification	To print 100% of request for driver's license Certifications To reply to 100% letter request	Printed 100% of driver's license Certificates 877 printed driver's licenses Replied 100% of letter request Replied to 285 letter request					
			5	4	5		4.67

			Ratings				Remarks
			Q	E	T	A	

SUPPORT FUNCTIONS Performed other duties from time to time.	Target : 100% comply with assigned new task	100% participated on ARTA implementation - Committee on PACD	4	4	5	4.33
			Q	E	T	A
Total Over-all Rating			13	12	15	13.33
Final Average Rating			4.33	4.7	4.3	4.44
Adjectival Rating			Very Satisfactory			
Discussed with :	Date :	Assessed by:	Date	Date	Final Ranking by:	Date
 JEAN MARIE T. ARBIS Employee	February 27, 2022	 RICHARD M. CORTEZ Chief, License Section Head of Section		 DANILLO ENCELA Chief, Operations Division Head of Agency		2-28-23
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE						