

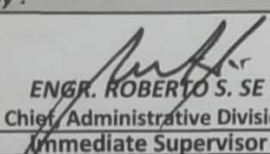
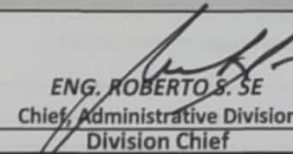
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARK JOSEPH L. BASA** of **Administration 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 2022 to JUNE, 2022**

MARK JOSEPH L. BASA

Ratee

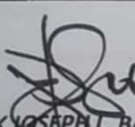
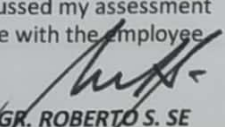
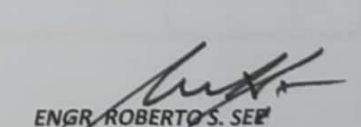
Date **February 23, 2023**

Reviewed by :	Date	Approved by :	Date
 ENGR. ROBERTO S. SE Chief, Administrative Division Immediate Supervisor		 ENGR. ROBERTO S. SE Chief, Administrative Division Division Chief	

MFO / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	

CORE FUNCTION:

OUTPUT 1							
Monitor the maintenance and repair electronics equipment in LTO Central Office	95% of Electronic equipments use inLTO-CO maintain and repair.	96% of Electronic equipments use inLTO-CO maintained and repaired.	5	4	4	4.3	
OUTPUT 2							
Maintenance and repair of data cables adnd PABX System	95% of data cables use in internet servers, telephone lines and PABX servers, maintain and repair.	96% of data cables use in internet servers, telephone lines and PABX servers, maintained and repaired.	4	5	5	4.7	

MFO/PAP	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
OUTPUT 3							
Operation and Maintenance of the sound system of LTO Central Office	95% of sound system operation during seminars, trainings and meetings at LTO Bulawagan.	96% of sound system operated during seminars, trainings and meetings at LTO Bulawagan.	4	5	4	4.3	
OUTPUT 4							
Answering and Transferring of all incoming telephone calls and concerned offices	95% all incoming telephone calls, answered and transferred to concerned offices	96% all incoming telephone calls, answered and transferred to concerned offices	5	4	5	4.7	
SUPPORT FUNCTION							
OUTPUT 5							
Arrnage and maintain the schedule of the meeting of the Chief, Administrative Division	Arranging and maintaining the schedule of the meeting of the Chief, Administrative Division with 95% Efficiency.	Arranging and maintaining the schedule of the meeting of the Chief, Administrative Division with 96% Efficiency.	5	4	4	4.3	
OUTPUT 6							
Accept communications / correspondences for the action of the Chief, Administrative Division making necessary appointments	Accepts communications / correspondences for action of the Chief, Administrative Division Making necessary appointments with 95% efficiency.	Accepts communicatrions / correspondences for the action of the Chief, Administrative Division making necessary appointments with 96% efficiency.	5	5	5	5.0	
FINAL AVERAGE RATING			4.67	4.5	4.5	4.56	
ADJECTIVAL RATING			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes							
<i>Discussed with :</i>	<i>Date</i>	<i>Assessed by</i>	<i>Date</i>	<i>Final Ranking by</i>		<i>Date</i>	
 MARK JOSEPH L. BASA Employee	02/23/2023	I certify that I discussed my assessment of the performance with the employee.  ENGR. ROBERTO S. SE Chief, Administrative Division		 ENGR. ROBERTO S. SE Chief, Administrative Division			

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