

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, FRANCIE J. NARVAEZ of MID - Records Section, 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 2022 TO JUNE 2022

FRANCIE J. NARVAEZ

Ratee

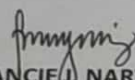
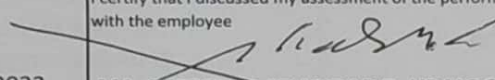
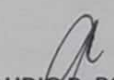
Date: February 27, 2023

Reviewed by:	Date	Approved by:	Date				
<u>MA. PERPETUA FELICIDAD R. UBALDO</u>	February 27, 2023	<u>CLAUDIO B. BONSOL JR</u>	February 27, 2023				
<u>OIC, MID - Records Section</u>		<u>Acting Chief, Management Information Division</u>					
MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
STRATEGIC PRIORITY							
Attend and comply with Subpoenas Submitted to the agency (Duces Tecum) Testificandum as required by the judiciary	attend and complied to all subpoena in complete satisfaction	Evaluated, endorsed, attended and complied to all needed information to the complete satisfaction of the Department of Justice (DOJ) upon receipt with corresponding schedule	5		5	5	
Implementation of RSUs on Motor Vehicle Registration System (MVRS) on year model	RSU implementation is based on MC Nos. RTD-2011-1518 and ACL-2009-1139 without error within 8 working hours. RSUs with errors shall be returned to Customer Care within 24 hours for further action.	RSUs implemented within 8 hours upon receipt. RSUs returned to Customer Care within 24 hours upon receipt	4.75		4.75	4.75	
Verification of Motor Vehicle (Compliant to the DATA PRIVACY ACT)	All request are verified through the LTO IT database, results printed and released to concerned personnel for preparation of reply, within 4 working hours upon receipt	within 4 working hours upon receipt	4.5		5	4.75	
Validation of verified plate numbers through Land Transportation Management System (LTMS)	All Verified plate numbers are validated through the Land Transportation Management System (LTMS) database.	Validated MV Data within 4 hours upon receipt.	5		5	5	

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
CORE FUNCTIONS							
Recording of all request for RSUs walk-ins and emails	Section recording of INPUT/OUTPUT of all requests nationwide for evaluation , approval and/or implementation.	Compliant to work output of Records Section for tabulation of workables and non-workables of co employees upon receipt for duly input	4.75		4.75	4.75	
Receiving, Recording and Releasing of Documents for monitoring output of the entire verification unit	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded and updated in the documents tracking system. no error	All documents for receiving/releasing within the day are recorded on the same day.	5		5	5	
Receiving/Recording of request for MV year model	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded and updated in the documents tracking system. no error	All documents for receiving/releasing within the day are recorded on the same day.	5		5	5	
SUPPORT FUNCTION							
Answering phone calls	Courteous and receptive, with clear speaking voice, follows protocol in receiving/marking calls for superior; information noted, screened and relayed properly and accurately.	Phone calls answered promptly (not more than 3 rings.)	4.75		4.75	4.75	
Assistance to Walk-in Clients	Assist clients promptly with courtesy and respect, listen attentively to complaints and queries, refer clients to proper offices/persons within an hour upon arrival in the office	Assist clients within an hour upon arrival in the office.	4.75		4.75	4.75	

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
filing of documents and retrieval of documents	Documents sorted , filed and labeled without error, no missing documents, within the prescribed deadlines, documents retrieved within 2 hours	Documents filed within the prescribed deadlines and retrieved within 2 hours.	4.5		5	4.75	
Final Average Rating						4.85	

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
 FRANCIE J. NARVAEZ Administrative Officer I	February 27, 2023	I certify that I discussed my assessment of the performance with the employee  MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section	February 27, 2023	 CLAUDIO B. BON SOL JR Acting MID	February 27, 2023

Legend:

Rating: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average 5 - Outstanding
 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory