

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I EDITA T. PAPA, of the Plate Unit, Property Section, Division of Administration 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 2023 to DECEMBER, 2023




EDITA T. PAPA
EDITA T. PAPA
Ratee

Date 02/23/2023

Reviewed by :	Date	Approved by :	Date
<i>MCG</i> MARIA CLARISSA G. OSSIMER OIC, Property Section Immediate Supervisor	<i>2/23/23</i>	LOUELLA V. MUTIA OIC, Administrative Division Division Chief	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
Accomplishment Reporting	Prepares monthly reports for MV/MC Plates for submission to Finance Division and COA with 95% accuracy. Prepares monthly monitoring report for Freight Forwarding with 90% accuracy.						
Prepare Bills of Lading, Security Passes, RIS of MV and MC Plates	Prepares Bills of Ladings, Security Passes of MV & MC Plates with 95% completeness.						

MFO / PAP	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
CORE FUNCTION:			Q	E	T	A	
Prepare Requisition and Issue Slip of MV/MC Plates, RFID Stickers & Thermal Transfer Ribbon	Prepares Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 95% accuracy.						
Maintain the index for MV /MC Blank Plates, RFID Stickers & Thermal Transfer Ribbon	Maintains the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 95% efficiency.						
Evaluate Documents	Evaluates checks and certifies documents of all Protocol and Diplomatic plate request with 95% accuracy.						
SUPPORT FUNCTION							
Prepare & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers	Prepares & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 95% efficiency.						
FINAL AVERAGE RATING							
Comments and Recommendations for Development Purposes							

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 EDITA T. PAPA Employee	02/22/2023	I certify that I discussed my assessment of the performance with the employee. employee.  MARIA CLARISSA G. OGSIMER OIC, Property Section		LOUELLA V. MUTIA OIC, Administrative Division	

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, EDITA T. PAPA, of the Plate Unit, Property Section, Division of Administration 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 2023 to JUNE, 2023

EDITA T. PAPA
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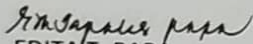

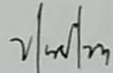
Ratee

Date 02/23/2023

Reviewed by :	Date	Approved by :	Date
<i>Maria Clarissa G. Ogsimer</i> MARIA CLARISSA G. OGSIMER OIS, Property Section Immediate Supervisor	<i>Maria Clarissa G. Ogsimer</i>	<i>Louella V. Mutia</i> LOUELLA V. MUTIA OIC, Administrative Division Division Chief	

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FINAL AVERAGE RATING							
Comments and Recommendations for Development Purposes							

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 EDITAT T. PAPA Employee	02/23/2023	I certify that I discussed my assessment of the performance with the employee. employee.  MARIA CLARISSA S. OGSIMER OIC, Property Section		LOUELLA V. MUTIA OIC, Administrative Division	

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