

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JOVITA C. MORALES**, of the **MANAGEMENT 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 1, 2022 to June 30, 2022**.

Jovita C. Morales
Employee

Reviewed by:

Date:

7/26/2022

Approved by:

Date: 7/26/22

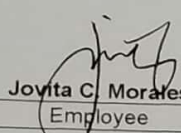

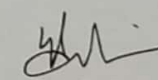
[Signature]
MARCELINA C. HUGO
Immediate Supervisor

[Signature]
EMERITA O. SOLIVEN
Head of Division

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory
1 - Poor

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
CORE FUNCTIONS							
Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System							
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.	Prepared the uncomplined audit findings report of the Offices of the Central Office and district offices of Region 6 with 90% accuracy presented during the Operations Forum.	4	4	4	4	
Update of Uncomplined Audit Findings	Update the uncomplined audit findings of the Offices of the Central Office and district offices of Region 6 with 90% accuracy with 2 revisions and prepare memorandum to the Regional Directors as needed.	Updated the uncomplined audit findings of the Offices of the Central Office and district offices of Region 6 with 92% accuracy with 2 revisions and prepared memorandum to the Regional Directors as needed.	4	4	4	4	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Inventory of spoiled Driver's License (DL) Cards	<p>Conduct of inventory of spoiled Driver's License cards returned by the field offices nationwide with 90% accuracy and prepare report to the Executive Director, with 2 revisions properly noted and released within the day upon completion.</p> <p>Follow up and monitor the compliance of audit findings on the remaining accountabilities of field offices during the conduct of Operations Forum and audit of Central Office (Plate Unit, Plate Making Plant, Collection Unit and Supply Unit.)</p>	<p>Assisted in the preparation of Follow-up on the audit conducted at the Central Office, Supply Unit with 92% accuracy and completeness with 2 revisions, properly noted and released within seventy-two (72) hours upon receipt.</p>	4	4	4	4	
Routine Communications	<p>Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt.</p> <p>This also includes queries from employees or private individuals or other office requirements.</p>	<p>Prepared memoranda/Briefing Memo and letters relative to compliance to audit findings of Region 6 or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt.</p> <p>This also includes queries from employees or private individuals or other office requirements.</p>		4	4	4	4
Support Functions: (All other functions)							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.	Courteous and receptive, with clear speaking voice; followed protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.		4	4	4	4
Preparation of Monthly Attendance Report	Prepare six (6) accurate and complete report based on the DTRs signed by the employees and supervisor, approved application for leave and travel order (if any) are attached, submitted with 2 revisions, after 7 days upon receipt of all signed DTRs.	Prepared six (6) accurate and complete report based on the DTRs signed by the employees and supervisor, approved application for leave and travel order (if any) are attached, submitted with 2 revisions, after 5 days upon receipt of all signed DTRs.			4	4	4
Monthly/Annual Mgt. Division's Accomplishment Reports	Prepare with 90% accuracy and completeness six (6) reports based on the Management Division Tracking of Documents with 3 revisions, submitted within the Semester.	Prepared with 90% accuracy and completeness six (6) reports based on the Management Division Tracking of Documents with 3 revisions, submitted within the Semester.				4	4

TOTAL OVER-ALL RATING		28 / 7	
Core Functions		Ave	%
Support Functions		4	60
FINAL AVERAGE RATING		4	40
ADJECTIVAL RATING		4	
Comments and Recommendations for Development Purposes		Very Satisfactory	
Discussed with: _____ Date: _____ Assessed by: _____ Date: <u>7/24/2022</u> Final Ranking by: _____ Date: _____			
 Jovita C. Morales Employee		 Marcelina C. Hugo Immediate Supervisor	
		 Emerita O. Soliven Chief, Management Division	