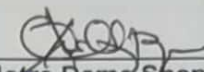


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

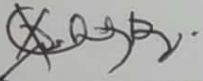


I, **NOTRE DAME SHEPER CHARITY L. ROQUE** of **Operations Division of LTO Central Office**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **JULY- DECEMBER 2023**.


Notre Dame Sheper Charity L. Roque

Reviewed by :	Date	Approved by :	Date
ISMAEL L. LUOANG	February 27, 2023	DANILO J. ENCELA	February 27, 2023
Immediate Supervisor		Head of Office	

O U T P U T	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding	4 - Very Satisfactory	3 - Satisfactory	2 - Unsatisfactory	1 - Poor

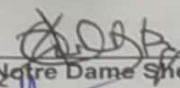
CORE FUNCTION	Ratings	Remarks			
	Q	E	T	A	
COMMUNICATIONS 1. 100% of the assignment that needs an endorsement or reply letter should be submitted to the Immediate supervisor for approval					
RECORDS MANAGEMENT 1. All latest Memorandum, Administrative Orders, Memorandum Circulars, Department Orders related to the Licensing, Registration, Accreditation of Manufacturers, Assemblers, Importers, Rebuilders and/or Dealers 2. All documents are related to the establishment/ transfer of LTO Offices that have been forwarded for scanning should be save in clouds.					

STRATEGIC FUNCTION			Q	E	T	A	Remarks
MEETINGS/ FORUM / WORKSHOP	1. Meetings that are assigned to organize should be 100% successful. 2. Should be present for all meetings that are tasked to be attended (Virtual or Face-to-Face).						
SUPPORT FUNCTION							Remarks
PERFORM OTHER TASK AS MAYBE ASSIGNED FROM TIME TO TIME	100% of the assigned task should be completed.						
TOTAL OVER-ALL RATING							
FINAL AVERAGE RATING							
ADJECTIVE RATING			VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Final Ranking by:			Date	
 NOTRE DAME SHEPER CHARITY L. ROQUE <i>Employee</i>	February 27, 2023	I certify that I discussed my assesment of the performance with the employee.  ISMAEL L. LUOANG <i>Head of Section</i>	 DANILO J. ENCELA <i>Chief of Division</i>			2/27/2023	

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

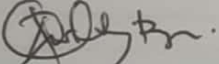
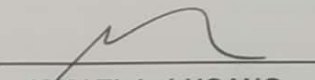

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **NOTRE DAME SHEPER CHARITY L. ROQUE** of Operations Division of LTO Central Office, 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- DECEMBER 2023.


Notre Dame Sheper Charity L. Roque

Reviewed by :	Date	Approved by :	Date
ISMAEL L. LUOANG	February 27, 2023	DANILO J. ENCELA	February 27, 2023
Immediate Supervisor		Head of Office	

O U T P U T	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	<div style="display: flex; justify-content: space-between;"> <div> 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor </div> <div> Ratings Q E T A </div> </div>
			Remarks
CORE FUNCTION			
COMMUNICATIONS	1. 100% of the assignment that needs an endorsement or reply letter should be submitted to the Immediate supervisor for approval		
			Remarks
RECORDS MANAGEMENT	1. All latest Memorandum, Administrative Orders, Memorandum Circulars, Department Orders related to the Licensing, Registration, Accreditation of Manufacturers, Assemblers, Importers, Rebuilders and/or Dealers 2. All documents are related to the establishment/ transfer of LTO Offices that have been forwarded for scanning should be save in clouds.		
			Remarks

STRATEGIC FUNCTION		Q	E	T	A	Remarks
MEETINGS/ FORUM / WORKSHOP	1. Meetings that are assigned to organize should be 100% successful. 2. Should be present for all meetings that are tasked to be attended (Virtual or Face-to-Face).					
SUPPORT FUNCTION						Remarks
PERFORM OTHER TASK AS MAYBE ASSIGNED FROM TIME TO TIME	100% of the assigned task should be completed.					
TOTAL OVER-ALL RATING						
FINAL AVERAGE RATING						
ADJECTIVE RATING		VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :						
Discussed with :	Date :	Assessed by:		Final Ranking by:		Date
 NOTRE DAME SHEPER CHARITY L. ROQUE Employee	February 27, 2023	I certify that I discussed my assesment of the performance with the employee.  ISMAEL L. LUOANG Head of Section		 DANILO J. ENCELA Chief of Division		2/27/2023

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