INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Sammy B. Delos Santos of the Supply Unit, 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 July to December 2023.	
	///

Feb 20, 2073 Date: Date Aproved by: Reviewed by: Date: MARIA CLARISSA GOGSTIMER LOUELLA V. MUTIA Immediate Supervisor Head of Division Rating Success Indicator (Target + Remarks Output **Actual Accomplishment** Measure) A E Q Core Function: Output 1 Verifies and evaluates requests for To verify and evaluate 120 certificate of authenticity of Certificate requests for certificate of of Registration and Official receipts. authenticity of Certificate of Registration and Official receipts with 100% accuracy. Output 2 To draft 50 various Drafts various communication needed communication letter with 100% by the Office in connection to the Supply Unit correctness Output 3 Monitors the status of Accountable and To monitor the status of Non-Accountable Forms and Driver's Accountable and Non-Accountable Forms and License Cards Driver's License Cards with

100% accuracy.

Support Function:					
Output 1					
Attends court hering for various subpeona in connection to the issued Certificate of Authenticity by this office Output 2	To attend court hearing for various subpeona with 100% timeliness				
Assists in the computation of usage/stock level of accountable forms and driver's license cards.	Assisted in the computation of usage/stock level of accountable forms and driver's license cards with 95% correctness				
Final Average Rating				10.0	

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
Sommy to deles Sountes	Fcb 20, 2023	I certify that I discussed my assessment of the MARIA CLARISSA GOGSIMER	Mesher J.	LOUELLA V. MUTIA	
Eroployee		Immediate Supervisor		Head of Division	



1 - Quality 1 - Poor

Comments and Recommendations for Development Purposes

2 - Efficiency 2 - Unsatisfactory

3 - Timeliness 4 - Average 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Sammy B. Delos Santos of the Suppl the period January to June 2023.	y Unit, Division of Administration con	nmit to deliver and agree to be rated	on the attainme		n accordance with	/	measures for
				Date:	Feb :	20, 20	23
Reviewed by:		Date:		Aproved by:		1	Date
MARIA CLARISSA	G & GSIMER	2/22/23		LOUELLA V.	MUTIA		
Immediate Su	pervisor			Head of Di	vision		
Output	Success Indicator (Target +	Actual Accomplishment		Rating	Rating		Remarks
Output	Measure)	Actual Accomplishment	Q	E	T	A	- tomario
Core Function:							
Output 1							
Verifies and evaluates requests for certificate of authenticity of Certificate of Registration and Official receipts.	To verify and evaluate 120 requests for certificate of authenticity of Certificate of Registration and Official receipts with 100% accuracy.						
Output 2							
Drafts various communication needed by the Office in connection to the Supply Unit	To draft 50 various communication letter with 100% correctness		1				
Output 3	7 11 11 11 1						
Monitors the status of Accountable and Non-Accountable Forms and Driver's License Cards	To monitor the status of Accountable and Non- Accountable Forms and Driver's License Cards with						

Support Function:			1		
Output 1					
Attends court hering for various subpeona in connection to the issued Certificate of Authenticity by this office Output 2	To attend court hearing for various subpeona with 100% timeliness				
Assists in the computation of usage/stock level of accountable forms and driver's license cards.	Assisted in the computation of usage/stock level of accountable forms and driver's license cards with 95% correctness				
Final Average Rating					

Į	Comments	and	Recommendations	for	Development Purposes	Ī
						-

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
Sommy Backs Source	Fab 20, 2023	I certify that I discussed my assessment of the MARIA CLARISSA G. OSIMER	2/2 /22	LOUELLA V. MUTIA	
Employee		Immediate Supervisor		Head of Division	

Legend Rating

1 - Quality 1 - Poor

2 - Efficiency 2 - Unsatisfactory

3 - Timeliness 4 - Average 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding