## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) I. ESTRELLITA P. GUILLEN of the PLATE MAKING PLANT, 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 to December 2023. Mullen ESTRELLITA P. GUILLEN Signature of Ratee Reviewed by: Date Approved by : Date (denno ENGR. MARY ANNE E. HIZON ENGR. NORBERTO D. ESPINO III Immediate Supervisor Head of Office SUCCESS FACTOR ACTUAL ACCOMPLISHMENT OUTPUT Outstanding (Target + Measure) Very Satisfactory Satisfactory Unsatisfactory Poor Ratings Remarks **OUTPUT 1** Remarks Prepared the Daily Accomplishment Encodes the daily accomplishment in excel Report of Regular Employee format. **OUTPUT 2** Q E A Remarks Prepared the Monthly Personnel Consolidates the daily time record of regular **Attendance Monitoring Report** employees to be submitted to HR. **OUTPUT 3** Q E A Remarks Reviewed and Checked the Daily Time Reviews the accomplishmet report of JO Record and Accomplishment Report of personnel and DTR. Job Order Personnel



			Lo	T E	T T	Ι Δ Ι	Remarks
Prepared and Requested all necessary supply for the Plant Office	Checks the inventory supplies of the Plate Making Plant office.		Q	E	1	A	Remarks
DUTPUT 5							
			Q	E	T	Α	Remarks
Total Over-all Rating			_				
Final Average			_				
Adjectival Rating							
Comments and Recommendation for Deve	elopment Purposes :						
The state of the s							
Discussed with :	Date :	Assessed by:	Date	Final F	Ranking	g by:	Date
ESTRELLITA P. GUILLEN		ENGR. MARY ANNE E. HIZON			Lou	w o	2 -28-2023 D. ESPINO III
Employee			Head of Division				



## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, <u>ESTRELLITA P. GUILLEN</u> of the PLATE MAKING PLANT, 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 <u>January to June 2023.</u>

ESTRELLITA P. GUILLEN
Signature of Ratee

Reviewed by :	Date	Approved by :				Date	
ENGR. MARY ANNE E. HIZON		ENGR. NORBERTO D. ESPINO III					
Immediate Supervisor		Head of Office	_	_	_	_	
ОИТРИТ	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 4 3 2 1				
				Rat	Remarks		
OUTPUT 1			Q	E	T	Α	Remarks
Prepared the Daily Accomplishment Report of Regular Employee	Encodes the daily accomplishment in excel format.						
OUTPUT 2			Q	E	T	Α	Remarks
Prepared the Monthly Personnel Attendance Monitoring Report	Consolidates the daily time record of regular employees to be submitted to HR.						
OUTPUT 3			Q	E	Т	Α	Remarks
Reviewed and Checked the Daily Time Record and Accomplishment Report of Job Order Personnel	Reviews the accomplishmet report of JO personnel and DTR.						



			Q	E	T	A	Remarks
Prepared and Requested all necessary supply for the Plant Office	Checks the inventory supplies of the Plate Making Plant office.						
UTPUT 5			Q	E	T	A	Remarks
Total Over-all Rating							
Final Average							
Adjectival Rating							
	elopment Purposes :						
Comments and Recommendation for Deve							
Comments and Recommendation for Deve Discussed with :	Date :	Assessed by:	Date	Final	Rankin	g by:	Date

