

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I MA. ISABELINA P. CASTILLO of the Computer Section/Management Information 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 July to December 2022

MA. ISABELINA P. CASTILLO
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Administrative Assistant V

Reviewed by:	Date	Approved by:	Date				
CLAUDIO B. BONSON JR. Immediate Supervisor		CLAUDIO B. BONSON JR. Head of Office	28-Feb-23				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				REMARKS
			Q	E	T	A	
STRATEGIC PRIORITY							
OUTPUT 1			Ratings				Remarks
Receiving/Recording and Recording/Releasing of Documents for the Section:	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded or recorded in the logbook, no error, no missing documents	Acted with utmost courtesy and properly handled documents, with attachments noted, subject matter and origin correctly encoded or recorded in the logbook, no error, no missing documents	4	4	4	4	
OUTPUT 2							
Routine Communications(i.e. Requisition of Supplies and Equipment)	Shall follow the correct/prescribed formats, accuracy and correctness of information, CSW; no revision	Followed the prescribed format for the verification of MV data and Requisition of supplies & Equipment within 3 days upon receipt for verification and 5 days for the requisition of supplies and equipments.	4	4	4	4	
OUTPUT 3			Ratings				Remarks
Filing of Documents	Documents sorted and filed without error; no missing documents	Documents filed within the prescribed deadline Documents sorted and filed without error, no missing document, usually according to standards	5	4	3	4	

			Ratings				Remarks
Recording/Arrangement/ Coordination of Meeting	All schedule of activities properly recorded, arranged and coordinated with complete information; no overlaps	Before the end of the current day the official is informed of the appointments and/or schedules for the meeting All schedule of activities properly recorded, arranged and coordinated with complete information; no overlaps	5	5	5	5.00	
OUTPUT 5			Ratings				Remarks
Receipt and Relay of Messages (voice or text) to Official Concerned	Important information/data noted and relayed accurately and courteously	Information relayed immediately upon receipt or upon the availability of official	5	5	5	5	
OUTPUT 6			Ratings				Remarks
Answering Phone Calls	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately; phone calls answered promptly (not more than 3 rings)	Phone Calls answered promptly (not more than 3 rings) Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately	5	5	5	5	
OUTPUT 7			Ratings				Remarks
Attendance to Various Committee meetings	Must have attended the meeting and actively provided inputs; as schedules	Attended meeting of the Steering Committee as member of the Secretariat as scheduled	5	5	5	5	
OUTPUT 8			Ratings				Remarks
Maintenance of LTO Agency Directory	Databases/tables regularly updated including back up files; reports periodically generated; no error; within 8 hours upon receipt.	Maintained LTO Agency Directory	4	4	3	3.667	
Final Average Rating			4.46				
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes							
Discussed with:	Date	Assesed by:	Date	Final Ranking by:		Date	
Ma. Isabelina P. Castillo Employee	2/28/2023	Claudio B. Bonsol Jr. Immediate Supervisor	2/28/2023	Claudio B. Bonsol Jr. Head Office		2/28/2023	

Legend : (1) QUALITY

(2) EFFICIENCY (3) TIMELESS (4) AVERAGE

(1) Poor

(2) UNSATISFACTORY (3) SATISFACTORY (4) VERY SATISFACTORY (5) OUTSTANDING