	INDIVIDUAL PER	FORMANCE COMMI	TMENT AND REVIEW (IPCR)			
I MARIO A. S attainment of the followin	AN PEDRO of the Blate II-le B		f <u>Administration</u> commit to deliver and agr e period of <u>JANUARY 2023</u> to <u>JUNE 2023</u> .	ee to be rated on the Sam G-MARIO A. SAI Patee Date Futurous	PEPRO 23, 2023	
viewed by :	Date	Approved by :		Date 1		
MARIA CLARISSA G. DOSIMER OIC, Property Section Immediate Supervisor	1.	Approved by :	LOUELLA V. MUTIA OIC, Affininistrative Division Division Chief		Date	
MFO/PAP	M F O / P A P Success Indica (Target + Mean		Actual Accomplishments	Ratings	Remarks	
RE FUNCTION:				QETA		
ACT AS COORDINATOR TO THE REGIONAL OFFICES FOR ITS COMPLIANCE OF SUBMISSION OF REPORTS	Acts as coordinator to the Regional Offices for its compliance of submission of reports with 90% completeness.					
RECEIVE WEEKLY MONITORING REPORTS OF BACKLOG AND CASCADING PLATES AND OORDINATES TO ALL REGIONAL OFFICES AS NEEDED TO THE REPORTS.	Receives weekly monitoring Cascading plates with	g reports of Backlog and 90% completeness.				
RECEIVING OF REQUESTS FOR DUPLICATE PLATES and CHANGE CLASSIFICATION	Receives requests for Duplic requests of MV and MC cha accu	nge Classification with				

	NSPECTS OFFICE SUPPLIES, OFFICE QUIPMENTS, ACCOUNTABLE AND NON-ACCOUNTABLE FORMS AND RIVER'S LICENSE CARDS (MEMBER	Inspects of office supplies, office equipments, accountable/non-accountable forms and Driver's		
	QUIPMENTS, ACCOUNTABLE AND NON-ACCOUNTABLE FORMS AND	Inspects of office supplies, office equipments,		
BACKLOG PLATES and MC plates with 90% accuracy.  UPPORT FUNCTION:	NSPECTS OFFICE SUPPLIES, OFFICE			

Comments and Recommendations for Development Purposes Date Final Ranking by Assessed by
I certify that I discussed my assessment of the performance with the employee. Date Discussed with: Date employee. 2-23-2023 LOUELLA V. MUTIA OIC, Administrative Divison Employee 4- Average 2 - Efficiency 3 - Timeliness Legend: 1- Quality

INDIVIDUAL PERFORMANCE COI				TMENT AND REVIEW (IPCR)		
l MARIO A attainment of the follow	A. SAN PEDRO, of the <u>Pla</u> ving targets in accordance	ete Unit, Pro	pperty Section, Division on an additional property Section, Division of the additional property of the	f <u>Administration</u> commit to deliver an e period of <u>JULY 2023</u> to DECEMBER	2023. M	he  Sprif-os  JARIO A. SAN PEDRO  Ratee  Leway 23, 2023
Reviewed by :	D	ate	Approved by :			Date
MARIA CLARISSA G. OGSIMI OIC, Property Section	ER	NWm		LOUELLA V. MUTIA OIC, Administrative Division		
Immediate Supervisor				Division Chief		
M F O / P A P  ORE FUNCTION:		cess Indicat get + Measu		Actual Accomplishments	Ratings Q E T	Remarks
ACT AS COORDINATOR TO THE REGIONAL OFFICES FOR ITS COMPLIANCE OF SUBMISSION OF REPORTS	Acts as coordinator to the Regional Offices for its compliance of submission of reports with 90% completeness.					
RECEIVE WEEKLY MONITORING REPORTS OF BACKLOG AND CASCADING PLATES AND COORDINATES TO ALL REGIONAL OFFICES AS NEEDED TO THE REPORTS.	Receives weekly mo Cascading plate					

	Receives requests for Duplicate MV and MC plates and requests of MV and MC change Classification with 90% accuracy.		
ORDERS FOR ASSIGNED BACKLOG AND CASCADING PLATES FOR LTO REGIONS 8,9,10 AND 11	Checks and prepares Production Orders of backlog and cascading MV and MC private plates based on excel file copy from Stradcom Data for Regions 8,9,10 and 11 with 90% completeness.		
PREPARE WEEKLY REPORTS FOR THE BACKLOG PLATES	Prepares weekly reports of backlog and cascading MV and MC plates with 90% accuracy.		
SUPPORT FUNCTION:			
INSPECTS OFFICE SUPPLIES, OFFICE EQUIPMENTS, ACCOUNTABLE AND NON-ACCOUNTABLE FORMS AND DRIVER'S LICENSE CARDS (MEMBER OF INSPECTION TEAM B).	Inspects of office supplies, office equipments, accountable/non-accountable forms and Driver's License cards with 90% accuracy.		
PREPARE INSPECTION AND ACCEPTANCE REPORT OF ACCOUNTABLE FORMS AND COMPUTE DELIVER ITEMS AND PENALTIES.	Prepares Inspection and Acceptance Report of Accountable and Non-accountable Forms and Driver's License cards and computes delivered items and penalties with 90% accuracy.		
FINAL AVERAGE RATING			



Comments and Recommendations for Development Purposes Discussed with: Date Assessed by Date Final Ranking by Date I certify that I discussed my assessment of the performance with the employee. employee. 2-23-2023 MANA CLARISSA G. DGSIMER LOUELLA V. MUTIA Employee Property Section OIC, Administrative Divison Legend: 1- Quality 2 - Efficiency 3 - Timeliness 4- Average