



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)




I, **BERNADETTE A. FAMILARAN**, of the Management Division, 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 1 to December 30, 2022.


Bernadette A. Familaran
 Employee

Reviewed by:	Date: 2-28-2023	Approved by:	Date:
 MARCELINA C. HUGO Immediate Supervisor		 EMERITA O. SOLIVEN Head of Division	2/28/2023
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor
MFO/PAP	SUCCESS INDICATORS (TARGET+MEASURES)	Actual Accomplishments	Rating
			<div style="display: flex; justify-content: space-around;"> Q1 E2 T3 A4 </div>
Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System			
Review of Existing Policies	Review and examine the existing policies related to LTO's core functions: Registration, Licensing, LETAS, together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	Participated in the review of existing policies related to LTO's core function: Registration and Licensing, together with EODB, and determined the gap between the implementation of policies and actual application in the LTMS and provided recommendations with 92% accuracy for improvement and linkage to close the gap. The LTMS Evaluation Team Reports were consolidated into one (1) report, the LTMS Evaluation Team Report and this was forwarded to the Steering Committee, Office of the Executive Secretary, Commission on Audit- LTO, Management Information Division (MID), Team Leaders, Dermalog, and Regions.	<div style="display: flex; justify-content: space-around;"> 4 4 5 4.33 </div>

MFO/PAP	SUCCESS INDICATORS (TARGET+MEASURES)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: Registration, Licensing, LETAS, together with EODB, Admin, and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	Review in the existing policies relative to RA 11032 to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed.	5	4	5	4.67	
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.	Conduct audit on Operational Aspects of the following LTO DOs/LCs: <ul style="list-style-type: none"> • San Juan Licensing Center • Laoag District Office • Candon District Office Audit reports for San Juan Licensing and Taguig Licensing Extension Office were already submitted.	5	5	4	4.33	
Update of Uncomplied Audit Findings	Update uncomplied audit findings of the field offices with 90% accuracy with 2 revisions and prepare memorandum to the Regional Directors as needed.	Prepared memoranda: Uncomplied Audit Findings under Regional Office No. 3 and R4B "MIMAROPA" with 92% accuracy with 2 revisions and prepared memorandum to the Regional Directors and signed by the chief of office	5	4	4	4.33	
EODB-EGSD Monitoring Activities	Conduct of monitoring on the EODB-EGSD of three (3) field offices on the compliance to RA 11032, 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.	Conduct of EODB-EGSD Monitoring Activities before ARTA performs onsite monitoring of Muntinlupa District Office. Conduct of EODB-EGSD Monitoring Activities at the following LTO Offices: <ul style="list-style-type: none"> • San Juan Licensing Center • Laoag District Office • Candon District Office 	5	5	4	4.67	

MFO/PAP	SUCCESS INDICATORS (TARGET+MEASURES)	ALLOCATED BUDGET	Actual Accomplishments	Rating				Remarks
				Q1	E2	T3	A4	
Non-Routine Communications	Prepare communications for submission to the Supervisor, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within ten (10) days upon receipt of the communications.							No assigned non-routine communications to be submitted to the immediate supervisor.
Routine Communications	Prepares memorandum/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two (2) days upon receipt. This also includes queries from employees or private individuals or other office requirements.		Prepared 1 letter relative to compliance to audit findings of Collection Unit, Central Office with 92% accurate verification with the report with 1 revision which shall follow the prescribed format within two (2) days upon receipt. This also includes queries from employees or private individuals or other office requirements	5	4	5	4.67	.
Support Functions: (All other functions)								
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.		Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day	5	4	5	4.67	
Committee Membership Meetings	90% participation in the meetings conducted as member of the CART and other Committees.		92% participation in the meeting conducted as member of the DLS.	5	4	4	4.33	

MFO/PAP	SUCCESS INDICATORS (TARGET+MEASURES)	Actual Accomplishments	Rating				Remarks																																																																
			Q1	E2	T3	A4																																																																	
Attend various actual and virtual trainings/seminars/conference meetings and Prepare required report/output	Attend various trainings/seminars/conference meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.	Attended orientation/meeting (face-to-face/virtual) conducted by the office and no required report/output.	5	4	4	4.33																																																																	
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 Bernadette A. Familiaran Employee	DATE	I certify that I discussed my assessment of the performance with the employee.  Marcelina C. Hugo Immediate Supervisor	DATE	 EMERITA O. SOLIVEN Head of Division	2/28/2023																																																																		
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