


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Mary Airish R. Garcia of 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 JULY TO DECEMBER 2023.


MARY AIRISH R. GARCIA

Ratee

Reviewed by:	Date	Approved by:	Date
CLAUDIO B. BONSOL, JR. Acting Chief, Management Information Division	02/27/2023	CLAUDIO B. BONSOL, JR. Acting Chief, Management Information Division	02/27/2023

OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
			RATINGS				REMARKS
			Q ¹	E ²	T	A ⁴	

STRATEGIC PRIORITY

OUTPUT 1

Participate as one of the Acceptance Committee Members for the following Projects: a. LTO Command Center b. MVRES	Attend discussions for the review, inspection, evaluation and acceptance of MVRES Technical Requirements based on terms of reference; 3 revisions; Acceptance Reports are finalized and submitted within the specified schedule						
---	---	--	--	--	--	--	--

Team Lead for the Acceptance of IT Projects under DOTr Road Transportation IT Infrastructure Project-Component B	Attend discussions for the review, inspection, evaluation and acceptance of Command Center and MVRES Technical Requirements based on terms of reference; 3 revisions; Acceptance Reports are finalized and submitted within the specified schedule					
OUTPUT 2						
Participate as one of the Sub-Committee B for the Driving School	Communicates clearly to all Committee Members; perform administrative duties and functions effectively and efficiently; based on instructions					
CORE FUNCTIONS						
OUTPUT 1						
Planning and preparation of necessary documents for the procurement of component projects under the DOTr-LTO Road Transportation IT Infrastructure Project- LTO Component B	Conduct market research and canvassing of goods and services; prepares detailed costing based on approved budget for the contract; execute and seek approval of Purchase Request within specified schedule					
OUTPUT 2						
Preparation of budget requirements for the LTO IIS Project	Prepares necessary requirements for the approval of budget relative to the LTO IIS Project; no revision; based on deadline					
OUTPUT 3						

Review and certification of documents for the billing process of DOTr-LTO Road Transportation IT Infrastructure Project-Component B	documents are reviewed and certified as to its authenticity; released based on deadline						
OUTPUT 4							
Preparation of Bidding Documents for the Procurement of the Projects under the DOTr Road Transportation IT Infrastructure Project -Component B	bidding documents including Terms of References/Technical Specifications are 100% correct and prepared based on prescribed schedule						
OUTPUT 5							
Preparation of Non-Routine Communications	Memoranda, Letters, Reports, Endorsements, that require research prior to performance of task; shall follow the grammatical rules; accuracy and correctness of information; CSW; 1 revision						
OUTPUT 6							
Preparation of Information System Strategic Plan	Prepares Information System Strategic Plan based on identified ICT requirements of the agency; 3 revision; based on schedule/deadline						
SUPPORT FUNCTIONS							
OUTPUT 1							
Receiving/Recording and Recording/Releasing of Documents	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly recorded in the logbook; no error						
OUTPUT 2							
Answering Phone Calls/ E-mails	Courteous and receptive, with clear speaking voice (for phone calls); follows protocol in receiving/making calls/emails for superior; information noted, screened and relayed properly and accurately						
OUTPUT 3							



Recording/Arrangement of Appointments and Schedule/Coordination of Meetings	All appointments/schedule of activities are properly recorded, arranged and coordinated with complete information; no overlaps					
OUTPUT 4						
Filing of Documents	Documents sorted, filed and labelled without error; no missing document					
OUTPUT 5						
Other Utility Services	Instructions clearly understood; carried out promptly and correctly					
Over-all Rating						
Final Average Rating						
		0	0.00	0	0.00	
Adjectival Rating						
Comments and Recommendation for Development Purposes						
Discussed With	Date	Assessed by	Date	Final Ranking By	Date	
MARY AIRISH R. GARCIA Administrative Assistant VI	02/27/2023	CLAUDIO B. BONSON, JR. Acting Chief, Mgt Information Div.	02/27/2023	CLAUDIO B. BONSON, JR. Acting Chief, MID	02/27/2023	
Legend: (1) Quality (2) Efficiency (3) Timeliness (4) Average						

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Mary Airish R. Garcia of 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 JANUARY TO JUNE 2023.


MARY AIRISH R. GARCIA

Ratee

Reviewed by:	Date	Approved by:	Date
 CLAUDIO B. BONSOLO, JR. Acting Chief, Management Information Division	02/27/2023	 CLAUDIO B. BONSOLO, JR. Acting Chief, Management Information Division	02/27/2023

OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
			RATINGS				REMARKS
			Q ¹	E ²	T	A ⁴	




STRATEGIC PRIORITY

OUTPUT 1

Participate as one of the Acceptance Committee Members for the following Projects: a. LTO Command Center b. MVRES	Attend discussions for the review, inspection, evaluation and acceptance of MVRES Technical Requirements based on terms of reference; 3 revisions; Acceptance Reports are finalized and submitted within the specified schedule						
---	---	--	--	--	--	--	--

Team Lead for the Acceptance of IT Projects under DOTr Road Transportation IT Infrastructure Project-Component B	Attend discussions for the review, inspection, evaluation and acceptance of Command Center and MVRES Technical Requirements based on terms of reference; 3 revisions; Acceptance Reports are finalized and submitted within the specified schedule						
OUTPUT 2							
Participate as one of the Sub-Committee B for the Driving School	Communicates clearly to all Committee Members; perform administrative duties and functions effectively and efficiently; based on instructions						
CORE FUNCTIONS							
OUTPUT 1							
Planning and preparation of necessary documents for the procurement of component projects under the DOTr-LTO Road Transportation IT Infrastructure Project- LTO Component B	Conduct market research and canvassing of goods and services; prepares detailed costing based on approved budget for the contract; execute and seek approval of Purchase Request within specified schedule						
OUTPUT 2							
Preparation of budget requirements for the LTO IIS Project	Prepares necessary requirements for the approval of budget relative to the LTO IIS Project; no revision; based on deadline						
OUTPUT 3							

Review and certification of documents for the billing process of DOTr-LTO Road Transportation IT Infrastructure Project-Component B	documents are reviewed and certified as to its authenticity; released based on deadline						
OUTPUT 4							
Preparation of Bidding Documents for the Procurement of the Projects under the DOTr Road Transportation IT Infrastructure Project -Component B	bidding documents including Terms of References/Technical Specifications are 100% correct and prepared based on prescribed schedule						
OUTPUT 5							
Preparation of Non-Routine Communications	Memoranda, Letters, Reports, Endorsements, that require research prior to performance of task; shall follow the grammatical rules; accuracy and correctness of information; CSW; 1 revision						
OUTPUT 6							
Preparation of Information System Strategic Plan	Prepares Information System Strategic Plan based on identified ICT requirements of the agency; 3 revision; based on schedule/deadline						
SUPPORT FUNCTIONS							
OUTPUT 1							
Receiving/Recording and Recording/Releasing of Documents	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly recorded in the logbook; no error						
OUTPUT 2							
Answering Phone Calls/ E-mails	Courteous and receptive, with clear speaking voice (for phone calls); follows protocol in receiving/making calls/emails for superior; information noted, screened and relayed properly and accurately						
OUTPUT 3							

Recording/Arrangement of Appointments and Schedule/Coordination of Meetings	All appointments/schedule of activities are properly recorded, arranged and coordinated with complete information; no overlaps					
OUTPUT 4						
Filing of Documents	Documents sorted, filed and labelled without error; no missing document					
OUTPUT 5						
Other Utility Services	Instructions clearly understood; carried out promptly and correctly					
Over-all Rating						
Final Average Rating			0	0.00	0	0.00
Adjectival Rating						
Comments and Recommendation for Development Purposes						
Discussed With	Date	Assessed by	Date	Final Ranking By		Date
 MARY AIRISH R. GARCIA Administrative Assistant VI	02/27/2023	 CLAUDIO B. BON SOL, JR. Acting Chief, Mgt Information Div.	02/27/2023	 CLAUDIO B. BON SOL, JR. Acting Chief, MID		02/27/2023
Legend: (1) Quality (2) Efficiency (3) Timeliness (4) Average						