

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

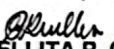

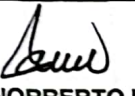
I, ESTRELLITA P. GUILLEN of the **PLATE MAKING PLANT**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2022

Estrellita P. Guillen
ESTRELLITA P. GUILLEN
Signature of Ratee

Reviewed by :	Date	Approved by :	Date										
<i>Engr. Norberto D. Espino III</i> ENGR. NORBERTO D. ESPINO III Immediate Supervisor		<i>Engr. Norberto D. Espino III</i> ENGR. NORBERTO D. ESPINO III Head of Office	01-23-2023										
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor										
			<table border="1"> <tr> <th colspan="4">Ratings</th> <th>Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> <th>Remarks</th> </tr> </table>	Ratings				Remarks	Q	E	T	A	Remarks
Ratings				Remarks									
Q	E	T	A	Remarks									
OUTPUT 1													
Prepare the Daily Accomplishment Report of Regular Employee	All Daily Accomplishment Report input to Desktop	100% Accomplishment Report input to Desktop was done	<table border="1"> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> <th>Remarks</th> </tr> <tr> <td>4.5</td> <td>4</td> <td>4</td> <td>4.10</td> <td></td> </tr> </table>	Q	E	T	A	Remarks	4.5	4	4	4.10	
Q	E	T	A	Remarks									
4.5	4	4	4.10										
OUTPUT 2													
Prepared the Monthly Personnel Attendance Monitoring Report	All Monthly Personnel Attendance Report submitted to H.R.	100% Monthly Personnel Attendance Report accomplished	<table border="1"> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> <th>Remarks</th> </tr> <tr> <td>4.5</td> <td>4.5</td> <td>4.5</td> <td>4.50</td> <td></td> </tr> </table>	Q	E	T	A	Remarks	4.5	4.5	4.5	4.50	
Q	E	T	A	Remarks									
4.5	4.5	4.5	4.50										
OUTPUT 3													
Review and Checked the Daily Time Record and Accomplishment Report of Job Order Personnel	All Check the Daily Time Record and Accomplishment Report with 95% accuracy	95% accomplished checked the DTR and accomplishment report	<table border="1"> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> <th>Remarks</th> </tr> <tr> <td>4.5</td> <td>4</td> <td>4.5</td> <td>4.3</td> <td></td> </tr> </table>	Q	E	T	A	Remarks	4.5	4	4.5	4.3	
Q	E	T	A	Remarks									
4.5	4	4.5	4.3										

			Q	E	T	A	Remarks
Prepare and Request all necessary supply for the Plant Office	All monthly Personnel Attendance Report to be finish	100% Accomplished	4.5	4.5	4	4.3	
OUTPUT 5			Q	E	T	A	Remarks
Team Leader of inspection team of Pmp. Check and inspect finished plate that will be forwarded to different regional offices	Check and inspect all MV Plates at LTO Central Warehouse to be issued to different regional offices	100% accomplished	4.5	4	4.5	4.30	
Total Over-all Rating			22.5	21	21.5	21.50	
Final Average			4.5	4.2	4.3	4.3	
Adjectival Rating			Very Satisfactory				

Comments and Recommendation for Development Purposes :

Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date
 ESTRELLITA P. GUILLEN Employee	Feb. 15, 2023	 ENGR. NORBERTO D. ESPINO III Immediate Supervisor		 ENGR NORBERTO D. ESPINO III Head of Division	02-23-2023

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE