

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Roxanne L. Manos, of the Procurement Unit, Division of Administrative 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 1 to June 30, 2022**

*Roxanne L. Manos*  
ROXANNE L. MANOS  
Ratee

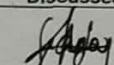
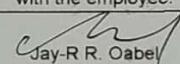
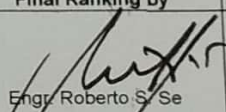
Date: February 27, 2023

Reviewed by:	Date:	Approved by:	Date
<i>JAY-R R. OABEL</i> JAY-R R. OABEL Immediate Supervisor	02/27/23	<i>ENGR. ROBERTO S. SE</i> ENGR. ROBERTO S. SE Head of Division	02/27/23

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Procurement of the following LTO Special Projects:  1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022  2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022  3. Procurement of Motorcycle Front Decal Plates  4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project  5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	Provide administrative support to the BAC, organize and make all necessary arrangement for meetings and conferences for the following bidded projects in accordance with the standard within prescribed deadline/timeline  1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022  2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022  3. Procurement of Motorcycle Front Decal Plates  4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project  5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	Provided administrative support to the BAC, organize and make all necessary arrangement for meetings and conferences for the following bidded projects in accordance with the standard within prescribed deadline/timeline  1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022  2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022  3. Procurement of Motorcycle Front Decal Plates  4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project  5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	5	-	5	5.0	
6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project					

<b>Core Function:</b>							
BAC Activities	Assist the BAC in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	Assisted the BAC in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	5	-	5	5.0	
BAC Resolution, Contract, Notice to Proceed, Certification etc.	Prepares all the necessary documents needed for the BAC such as BAC Resolution, Contract, Notice to Proceed etc. in accordance with the standard after bidding process	Prepared all the necessary documents needed for the BAC such as BAC Resolution, Contract, Notice to Proceed etc. in accordance with the standard after bidding process	5	5	5	5.0	
Minutes of the Bids and Awards Committee (BAC) and Special BAC Meeting	Reviews and finalizes the minutes of the meeting for the Bids and Awards Committee (BAC) and Special BAC in accordance with the standard within three (3) days after the meeting.	Reviewed and finalized the minutes of the meeting for the Bids and Awards Committee (BAC) and Special BAC in accordance with the standard within three (3) days after the meeting.	4	4	4	4.0	
Posting requirements in the LTO/DOTr website, PhilGEPS and conspicuous places in the premises of the agency	Ensures compliance to posting requirements in the LTO/DOTr website, PhilGEPS and conspicuous places in the premises of the agency in accordance with the standard before the bidding process	Ensured compliance to posting requirements in the LTO/DOTr website, PhilGEPS and conspicuous places in the premises of the agency in accordance with the standard before the bidding process	5	5	5	5.0	
Certifying the procurement documents	Certifies all procurement documents under the custody of the BAC Secretariat and certifies machine/ reproduced copies of BAC records, whenever necessary in accordance with the standard upon request	Certified 90% procurement documents under the custody of the BAC Secretariat and certifies machine/ reproduced copies of BAC records, whenever necessary with 1 day delay	5	5	5	5.0	
Annual Procurement Plan	Prepares and updates the Annual Procurement Plan of the agency in accordance with standard within the prescribed deadline/timeline	Prepared and updated the Annual Procurement Plan of the agency with delay	4	-	4	4.0	
Monitoring of procurements in Annual Procurement Plan	Monitors and ensures that all procurements are in accordance to the APP in accordance with the standard within the prescribed deadline/timeline	Monitored and ensured that all procurements are in accordance to the APP in accordance with the standard within the prescribed deadline/timeline	5	5	5	5.0	
<b>Support Function:</b>							
Answering of Queries	Handles various incoming calls/communication from different offices/suppliers/contractors	Handled various incoming calls/communication from different offices/suppliers/contractors	5	5	5	5	
<b>Final Average Rating</b>			<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 Roxanne L. Manoos	02/27/23	I certify that I discussed my assessment of the performance with the employee.  Jay-R R. Oabel	02/27/23	 Engr. Roberto S. Se	02/27/23
Employee		Immediate Supervisor		Head of Division	

Legend

1 - Quality

2 - Efficiency

Timeliness

4 - Average

Rating

1 - Poor

2 - Unsatisfactory

3 -

Satisfactory

4 - Very

Satisfactory

5

Outstanding