

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ERLINDA R. DOLATRE** of the **License Section-OPERATION 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 of **JAN. TO JUNE 2022**

*E. Dolatre*  
ERLINDA R. DOLATRE

SR. TDO

Reviewed by :

Date

Approved by :

Date

*dm*  
**RICHARD M. CORTEZ**

**February 23, 2023**

*[Signature]*  
**DANILO VENCELA**

**2-26-23**

Immediate Supervisor

Head of Division

OUTPUT

SUCCESS FACTOR (Target + Measure)

ACTUAL ACCOMPLISHMENT

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Unsatisfactory

1 - Poor

Ratings

Remarks

CORE FUNCTION

PROCESSING OF REQUEST FOR SYSTEMS

Implementation of RSU for Customer Admin. Role

UPDATE (RSU)

Facility & DL-Record Update

- Evaluates and Encodes RSU for customer-admin.-role facility & driver's license record -update in LTO-IT-system forwarded by the different Regional & District Offices

- Evaluated and Encoded RSU for customer-admin.-role facility & driver's license record -update in LTO-IT-system forwarded by the different Regional & District Offices

5 4 5 4.7

- 100% -no error in encoding of driver's license information details

- 100% -no error in encoding of driver's license information details

-encodes RSU within (2-3) hours upon receipt

-encoded RSU within (2-3) hours upon receipt

-actual quantity is (2,000)

STRATEGIC FUNCTION

PROCESSING OF REQUEST FOR SYSTEMS

Implementation of Requests for systems Data Take On

DATA TAKE ON

forwarded by the different Regional & District Offices

Evaluates & Implements RSU for Data Take On

Evaluated & Implemented RSU for Data Take On

5 5 5 5

- 100% -no error in encoding of driver's license information details

- 100% -no error in encoding of driver's license information details

-encodes RSU within (2-3) hours upon receipt

-encoded RSU within (2-3) hours upon receipt

- actual quantity is (200)

SUPPORT FUNCTION									
Perform other duties assigned from time to time	Prepares/Types Reply to Communications	Prepares/Types Reply to Communications							
	<u>Quality:</u>	<u>Quality:</u>							
	* 100% no typographical error	* 100% no typographical error	5	5	5	5			
	*types in accordance to correspondence official format prescribed by the management	*types in accordance to correspondence official format prescribed by the management							
	*to prepare within 1-2 days upon receipt	*prepared within 1-2 days upon receipt							
		*actual quantity is five (5)							
<b>Total Over-all Rating</b>			15	14	15	15			
<b>Final Average Rating</b>			5	4.6	5	4.8			
<b>Adjectival Rating</b>			<b>Very Satisfactory</b>						
<b>Comments and Recommendation for Development Purposes :</b>									
<b>Discussed with :</b>	<b>Date :</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Ranking</b>	<b>Date</b>				
<i>ERLINDA R. DOLATRE</i>		<i>RICHARD M. CORTEZ</i>		<i>DANILO M. ENCELA</i>					
ERLINDA R. DOLATRE	February 23, 2023	RICHARD M. CORTEZ		DANILO M. ENCELA					
Employee		Head of Section		Head of Division					
<b>Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE</b>									