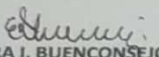

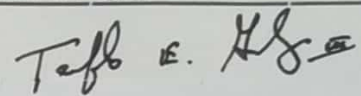


# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, ELVIRA I. BUENCONSEJO, 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 **August to December 2022**

*Elvira I. Buenconsejo*  
ELVIRA I. BUENCONSEJO  
Employee

Reviewed by : <i>[Signature]</i>	Date	Approved by : <i>[Signature]</i>	Date				
PRECIOUS MARIE C. TONDAES Immediate Supervisor		ATTY. TEOFILO A. GUADIZ III Assistant Secretary					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
CORE FUNCTION			Q	IE	T	A	
<b>OUTPUT 1</b> Assist in the conduct of strategic planning and/or performance assessment and evaluation review.	Assisted in the conduct of strategic planning and/or performance assessment and evaluation of 90% of head offices to assess the preceding performance period and map out plans for the succeeding rating period.	Assisted in the conduct of strategic planning and/or performance assessment and evaluation of 90% of head offices to assess the preceding performance period and map out plans for the succeeding rating period.	4		5	4.5	
<b>OUTPUT 2</b> <b>MFO 1</b> Statistical Services Generation of Statistical Report	3 of prepared MIS Reports with an effective & accurate statistical reports/analysis. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as the correctness of MIS reports	Prepared 3 nc. of MIS reports with an effective & accurate statistical reports/analysis. There was an accurate encoding, prooflisting, reports generation & reliable verification as to the correctness of the MIS reports.  The Statistical reports for the MIS transaction was consistent based on available data & done ahead of the planned schedule/deadline/instruction.	4		5	4.5	
			Ratings				Remarks
			Q	IE	T	A	
<b>OUTPUT 3</b> <b>MFO 1</b> Statistical Services MIS Reports Monitoring	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies. If any, of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies, if any, of submitted MIS reports was properly recorded & appropriate action was undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports were notified via memorandum or telephone call within the day.	3	5	4		

OUTPUT 4			Ratings				Remarks
			Q	E	T	A	
<b>MFO 1</b> Statistical Services Assistance/Address of researcher's need for statistical data & other output of the office	25 no. of researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researchers' need must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival.	43 researchers who were assisted & whose need for for LTO statistical data/other outputs of the Office has been attended very well. The researchers' needs was addressed in a courteous & responsive manner. A good public relation- ship was established wherein a feedback mechanism was be available. Researchers were attended to upon arrival.	5		5	5	
<b>Final Average Rating</b>						4.5	
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:		Date	
 ELVIRA I. BUENCONSEJO Employee		 PRECIOUS MARIE C. TONDARES Head of Section		 ATTY. TEOFILO A. GUADIZ III Assistant Secretary			

Legend:

Rating:

1 - Quantity

1 - Poor

2 - Efficiency

2 - Unsatisfactory

3 - Timeliness

3 - Satisfactory

4 - Average

4 - Very Satisfactory

5 - Outstanding