

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JEWELYN C. ADIQUE of the License Section - Operations 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 January to June 2022.

JEWELYN C. ADIQUE  
Employee

Reviewed by :	Date	Approved by :	Date
<u>RICHARD M. CORTEZ</u>		<u>DANILO J. ENCELA</u>	<u>2-28-23</u>
Immediate Supervisor		Head of Division	

## OUTPUT

## SUCCESS FACTOR (Target + Measure)

## ACTUAL ACCOMPLISHMENT

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

## Ratings

Q

E

T

A

Remarks

## Core Functions

Processing of Driver's License  
Certifications

\*Receives request for certifications and History DL /release certification to private and government entities.  
-100 % accuracy in typing the respective particulars on the prescribed certificate format.  
-Types/prints particular within (1-2) minutes per transaction.

\*Prepares Transmittal  
-100% No typographical error  
-types in accordance to correspondent official format prescribe by the

\*Receives request for certifications and History of DL/release certification to private and government entities.  
-100 % accuracy in typing the respective particulars on the prescribed certificate format.  
- Types/prints particular within (1-2) minutes per transaction.  
-Actual quantity of certifications 8,463

5

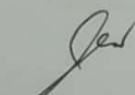
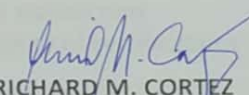
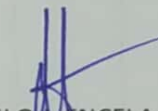
5

4

4.67

	management						

			Ratings				Remarks
Support Functions			Q	E	T	A	
Perform other duties assigned from time to time	*Verifies and retrieves driver's license details from the LTO-IT database Quality: -100% accuracy of driver's license information details  *Answers queries on license processing details through phone call	*Verifies and retrieves driver's license details from the LTO-IT database Quality: -100% accuracy of driver's license information details  *Answers queries on license processing details through phone call	5	5	5	5.00	
			Q	E	T	A	Remarks
			Ratings				
<b>Total Over-all Rating</b>			10	9	10	9.67	
<b>Final Average Rating</b>			5	4.5	5	4.83	
<b>Adjectival Rating</b>			Very Satisfactory				

Discussed with :	Date :	Assessed by	Date	Date Final Ranking by:	Date
 JEWERLYN C. ADIQUE Employee		 RICHARD M. CORTEZ Chief, License Section		 DANILO ENCELA Chief, Operation Division	2-28-23