

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **CARLOS G. CARIÑO**, of the Supply 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 July to October, 2022.


*[Signature]*  
**CARLOS G. CARIÑO**  
 Ratee

Date: 02/20/2023

Reviewed by:	Date:	Aproved by:	Date
<i>[Signature]</i> <b>MARIA CLARISSA G. OGBIMER</b> Immediate Supervisor	<u>2/2/23</u>	<i>[Signature]</i> <b>ENGR. ROBERTO S. SE</b> Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Output 1 Prepares Inventory Custodian Slip (ICS) of purchased items by this office with an amount of P50,000.00 and below per unit/piece.	Output 1 To prepare 250 sheets of Inventory Custodian Slip (ICS) of purchased items by this office with an amount of P50,000.00 and below per unit/piece with 100% accuracy.	Output 1 Prepared 500 sheets of Inventory Custodian Slip (ICS) of purchased items by this office with an amount of P50,000.00 and below per unit/piece with 95% accuracy.	5	4	4	4.33	
Output 2 Prepares property stickers of semi-expendable properties to be placed/attached on issued items of end-users.	Output 2 To prepare 250 pcs. of property stickers of semi-expendable properties to be placed/attached on issued items of end-users with 100% accuracy.	Output 2 Prepared 500 pcs. of property stickers of semi-expendable properties to be placed/attached on issued items of end-users with 95% accuracy.	5	4	4	4.33	
Output 3							
Core Function:							
Output 1 Issue of delivered items from suppliers for the use of LTO personnel/end-users.	Output 1 To issue 150 units/pieces of delivered items from suppliers for the use of LTO personnel/end-users with 100% accuracy.	Output 1 Issued 200 units/pieces of delivered items from suppliers for the use of LTO personnel/end-users with 95% accuracy.	5	4	4	4.33	
Output 3							
Support Function:							
Output 1 Receives delivered items from the suppliers base on the approved P.Os by this office for the use of the requesting personnel/end-users.	Output 1 To receive 100 units/pieces of delivered items from the suppliers base on the approved P.Os by this office for the use of the requesting personnel/end-users with 100% accuracy.	Output 1 Received 150 units/pieces of delivered items from the suppliers base on the approved P.Os by this office for the use of the requesting personnel/end-users with 95% accuracy.	5	4	4	4.33	
Output 3			5	4	4	4.33	
Final Average Rating							

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 CARLOS G. CARIÑO Employee	02/20/2023	I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. GGSIMER Immediate Supervisor	2/21/23	ENGR. ROBERTO S. SE Head of Division	

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory

4 - Average  
4 - Very Satisfactory

5 - Outstanding