

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARIA NINA S. RECTO**, of the **Plate Unit, Property Section**, Division of **Administration** 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 2022 to JUNE 2022**

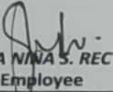


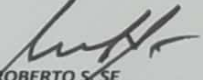
[Signature]
MARIA NINA S. RECTO
 Date **2/28/2023**

Reviewed by :	Date	Approved by :	Date
<i>[Signature]</i> MARIA CLARISSA G. OGSIMER OIC, Property Section Immediate Supervisor	2/28/23	<i>[Signature]</i> ENGR. ROBERTO S. ASE Chief, Administrative Division Division Chief	

MFO / P.A.P.	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
OUTPUT 1	Issues verifications/certification of Special Plates and Stickers with 95% accuracy.	Issued Verifications/Certifications of Special . Plates and Stickers with 95%.	5	4	5	4.7	
In-charge for the issuance of Verification and Certifications of Special Plates and Stickers.							
OUTPUT 2	Receives the surrendered plates from Department of Foreign Affairs with 80%.	Received the surrendered plates from Department of Foreign Affairs with 95% accuracy.	4	5	4	4.33	
Received the surrendered plates from Department of Foreign Affairs.							

MFO / PAP	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
SUPPORT FUNCTION:							
OUTPUT 1 Answer all incoming calls and respond to the inquiries of caller.	Answers incoming calls and responds to the inquiries of the inquiries of the callers with 95% accuracy.	Answered incoming calls and responded the inquiries of the callers with 95%.	4	5	4	4.33	
OUTPUT 2 Receive incoming and outgoing documents with 85% accuracy.	Receives incoming and outgoing documents with 85% accuracy.	Received incoming and outgoing documents as instructed by the supervisor with 95%.	4	5	4	4.33	
OUTPUT 3 Sort and file pertinent documents as instructed by the supervisor.	Sorts and files pertinent documents as instructed by the supervisor with 85% accuracy.	Sorted and filed, pertinent documents as instructed by the supervisor with 95% accuracy.	4	5	4	4.3	
FINAL AVERAGE RATING			4.2	4.8	4.2	4.4	

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 MARIA NINA S. RECTO Employee		I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. OGSIMER OIC, Property Section	 2/21/23	 ENGR. ROBERTO S. SE Chief, Administrative Division	

Legend: 1- Quality 2 - Efficiency 3 - Timeliness 4- Average