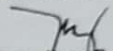
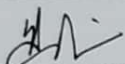
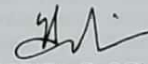


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MARCELINA C. HUGO, of the MANAGEMENT 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 1, 2022 to June 30, 2022.


Marcelina C. Hugo
 Employee
 7/20/2022

Reviewed by:	Date:	Approved by:	Date:
 EMERITA O. SOLIVEN	7/22/2022	 EMERITA O. SOLIVEN	7/22/2022
Immediate Supervisor		Head of Division	
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	

CORE FUNCTIONS

Personnel Supervision

Personnel Administration and Supervision of Management Division	90% communicates in clear, concise manner, discuss the policies, plans, program and issues intelligently and comprehensively, enforces policies and procedures consistently, monitors staff work performance and coaches/ motivates for improved performance and reinforced strengths, delegates activities to qualified staff, manages staff performance productivity in alignment with the Office's mandates, mission and vision.	92% communicated in clear, concise manner, discussed the policies, plans, program and issues intelligently and comprehensively, enforced policies and procedures consistently, monitored staff work performance and coached/ motivated for improved performance and reinforced strengths, delegated activities to qualified staff, managed staff performance productivity in alignment with the Office's mandates, mission and vision.	4	4	4	4	
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Formulation of Policies and Guidelines

Policies and Guidelines Recommended for implementation	Provide inputs and comments on policies formulated / recommended for approval and implementation with 90% accuracy at the end of the semester.	Provided inputs and comments on policies formulated / recommended for approval and implementation with 92% accuracy at the end of the semester.	4	4	4	4	
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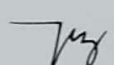

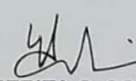
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks															
			Q1	E2	T3	A4																
Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System																						
Operation Management and Supervision of the Management Division	90% reviews, monitors goals and procedures and evaluates the effectiveness and quality of the Division's plans and programs, identifies problem areas or forecasts program needs in strategic plans, recommends possible solutions and/or makes logical decisions based on available data, establishes priorities and provides timetable for attainment of goals and objectives, implements internal control systems and manages available resources efficiently, based on planned schedules and deadlines.	92% reviewed, monitored goals and procedures and evaluated the effectiveness and quality of the Division's plans and programs, identified problem areas or forecasts program needs in strategic plans, recommended possible solutions and/or makes logical decisions based on available data, established priorities and provided timetable for attainment of goals and objectives, implemented internal control systems and managed available resources efficiently, based on planned schedules and deadlines.	4	4	4	4																
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	Reviewed and examined existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions and determined the gap between the implementation of policies and actual application in the LTMS and provided recommendations with 92% accuracy for improvement and linkage to close the gap. The Memorandum re : Clarification on the collection of MVUC in the MVIRS dated 13 June 2022 was issued.	4	4	4	4																
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.	Reviewed the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed.	4	4	4	4																
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs. Follow-up and monitor the compliance of audit findings on the remaining accountabilities of field offices during the conduct of Operations Forum.	Monitored the compliance of audit findings on the remaining accountabilities of eighty-seven (87) field offices during the conduct of Operations Forum: <table border="1"><thead><tr><th>Batch</th><th>Region</th><th>No. of Offices with Remaining Accountabilities</th></tr></thead><tbody><tr><td>1</td><td>II, III, CAR</td><td>24</td></tr><tr><td>2</td><td>NCR, IV-A, IV-B, V</td><td>21</td></tr><tr><td>3</td><td>VI, VII, VIII</td><td>16</td></tr><tr><td>4</td><td>IX, X, XII, CARAGA</td><td>26</td></tr></tbody></table>	Batch	Region	No. of Offices with Remaining Accountabilities	1	II, III, CAR	24	2	NCR, IV-A, IV-B, V	21	3	VI, VII, VIII	16	4	IX, X, XII, CARAGA	26	4	4	4	4	
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1	II, III, CAR	24																				
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4	IX, X, XII, CARAGA	26																				

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Update of Uncompiled Audit Findings	Review/ initial the updated uncompiled audit findings of the district offices with 90% accuracy with 2 revisions and prepare memoranda to the Regional Directors as needed.	Reviewed/ initialed twenty-three (23) Acknowledgement Letters and sixteen (16) Memoranda and updated lists of uncompiled audit findings of the district offices with 92% accuracy with 2 revisions, properly noted and released within forty-eight (48) hours upon receipt.	4	4	4	4	
EODB-EGSD Monitoring Activities	Conduct of monitoring activities on eleven (11) field offices on the compliance to RA 11032 with 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.	Monitored and reviewed the EODB-EGSD Regional Offices' accomplishment reports on the compliance to RA 11032 with 92% accuracy and completeness at the end of the semester.	4	4	4	4	
	Review /the Central Office Sub-Committee Reports and assist in the submission to the CART Chair the Regional Offices' EODB Semi-Annual Reports for consolidation and endorsement to DOTr with 90% accuracy and completeness with 2 revisions, properly noted and released within 5 days upon receipt of the reports	Reviewed/ initialed one (1) Central Office Sub-Committee Reports and Regional Offices' EODB Semi-Annual Report for consolidation and submission to the CART Chair with 92% accuracy and completeness at the end of the semester.	4	4	4	4	
Inventory of spoiled Driver's License (DL) Cards	Monitor the conduct of inventory of spoiled Driver's License cards returned by the district/extension offices/licensing centers nationwide with 90% accuracy and prepare report to the Executive Director within 3 days upon completion.						
	Review and initial the issuance of audit follow up report on the audit conducted at the Central Office with 90% accuracy and completeness with 2 revisions, properly noted and released within seventy-two (72) hours from receipt.	Reviewed and initialed four (4) audit follow up report on the audit conducted at Plate Making Plant, Plate Unit, Supply Unit and Collection Unit, with 92% accuracy and completeness with 2 revisions, properly noted and released within forty-eight (48) hours from receipt.	4	4	4	4	
Facilitation of Clearances of retired/retirable or resigned officials and employees	Facilitate/initial clearances of retired/retirable or resigned officials and employees with 100% accuracy within seventy-two (72) hours from receipt	Facilitated/initialed seventy-six (76) clearances of retired/retirable or resigned officials and employees forwarded/ submitted to the Management Division with 100% accuracy, properly noted and released within forty-eight (48) hours from receipt.	4	4	4	4	
Non-Routine Communications	Prepare communications for submission to Top Management and review other non-routine communications, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within ten (10) days upon receipt of the communications.	Reviewed and initialed two (2) communications for submission to Top Management, 92% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seventy-two (72) hours from receipt.	4	4	4	4	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Routine Communications	Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees and review other routine communications after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt. This also includes queries from employees or private individuals or other office requirements.	Reviewed and initialed sixteen (16) memoranda/Briefing Memo and letters relative to compliance to audit findings, and thirty-nine (39) various communications to answer employees or private individual's queries after 92% accurate verification with 2 revisions, which followed the prescribed format, properly noted and released within one (1) day upon receipt.	4	4	4	4	
Support Functions: (All other functions)							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.	4	4	4	4	
Preparation of Monthly Attendance Report	Review six (6) accurate and complete report based on the DTRs signed by the employees and supervisor, approved application for leave and travel order (if any) are attached, submitted with 2 revisions, after 7 days upon receipt of all signed DTRs.	Reviewed and initialed six (6) accurate and complete report based on the DTRs signed by the employees and supervisor, approved application for leave and travel order (if any) are attached, submitted with 2 revisions, after 3 days upon receipt of all signed DTRs.	4	4	4	4	
Monthly/Annual Mgt. Division's Accomplishment Reports	Review and initial with 90% accuracy and completeness the six (6) Monthly/ Annual Management Division Accomplishment reports based on the Management Division Tracking of Documents with 3 revisions, submitted within the Semester.	Reviewed and initialed with 92% accuracy and completeness of six (6) Monthly/ Annual Management Division Accomplishment reports based on the Management Division Tracking of Documents with 2 revisions, submitted within the Semester.	4	4	4	4	
Committee Membership Meetings	90% participation in the meetings conducted as member of the CART, Steering, Executive, Management and other Committees.	95% participation in the meetings conducted as member of the CART, Steering, Executive, Management and other Committees. CART-1 Executive- Various	4	4	4	4	
Attend various actual and virtual trainings/seminars/conference/meetings and Prepare required report/output	Attend various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.	Attended various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 92% accuracy. AGIA Webinars – 6 Management Division Meetings -22 Operations Forum- 4 Regional Director's Conference- 1	4	4	4	4	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Receiving/recording and Recording/Releasing of Documents	Action requires utmost courtesy and proper handling of documents with attachments noted, subject matter and origin correctly encoded in the documents tracking system or recorded in the logbook with 90% accuracy with 2 errors; no missing document. All documents received and released within the day are encoded or recorded on the same day.	Action requires utmost courtesy and proper handling of documents with attachments noted, subject matter and origin correctly encoded in the documents tracking system or recorded in the logbook with 92% accuracy with 2 errors; no missing document. All documents received and released within the day are encoded or recorded on the same day.	4	4	4	4	
	Monitor the encoding of policies with 90% accuracy and completeness for verification/reference and easy retrieval within the day upon receipt.	Monitored the encoding of policies with 92% accuracy and completeness for verification/reference and easy retrieval within the day upon receipt.	4	4	4	4	
Monitor the Filing of Documents	Monitor the sorting and filing of documents without error; no missing document and file within three days upon receipt.	Monitored the sorting and filing of documents without error; no missing document and file within three days upon receipt.	4	4	4	4	
Reproduction of Official Documents and other materials	Monitor the proper arrangement and collating of documents; no missing documents. Under normal condition, action shall be within thirty (30) minutes upon instruction.	Monitored the proper arrangement and collating of documents; no missing documents. Under normal condition, action shall be within twenty (20) minutes upon instruction.	4	4	4	4	
TOTAL OVER-ALL RATING			88 / 22				
			Ave.	%	Rating		
Core Functions			156 / 39	4	60%	2.40	
Support Functions			108 / 27	4	40%	1.60	
FINAL AVERAGE RATING			4				
ADJECTIVAL RATING			Very Satisfactory				

Comments and Recommendations for Development Purposes

Discussed with:	Date:	Assessed by:	Date:	Final Ranking by:	Date:
 Marcelina C. Hugo Employee		 EMERITA O. SOLIVEN Immediate Supervisor		 EMERITA O. SOLIVEN Chief, Management Division	