	Mark of the	INDIVIDUAL PERFORM	ANCE COMMITMENT AND REVIEW (IPCR)					
i MARIA NIN attainment of the following	A S. RECTO , of the g targets in accorda	Plate Unit, Property Section, Division on the indicated measures for the	of <u>Administration</u> commit to deliver and agree to be rate period of <u>JULY 01, 2022</u> to OCTOBER 16, <u>2022</u>	ed on the		Date	MARIA NINA S	L. RECTO
Reviewed by :		Date Approved by :	Date Approved by :					
MARIA CLARISSA 6. OGSIM OIC, Property Section Immediate Supervisor	ER	Nulm	ENGR. ROBERTO S. SE Chief Agrainistrative Division Privision Chief					
MFO/PAP		Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
		(raiget i measure)		Q	E	T	A	
ORE FUNCTION:								
TPUT 1 harge for the issuance of Verification Certifications of Special Plates and stickers with 100% accuracy. kers.		Issued Verifications/Certifications of Special Plates and Stickers with 95%.		5 4	5	4.7		
DUTPUT 2								
Received the surrendered plates from Department of Foreign Affairs.	Receives the sur Foreign Affairs v	rrendered plates from Department of with 100%.	Received the surrendered plates from Department of Foreign Affairs with 95% accuracy.		4 5	4	4.33	

MFO/PAP		Success Indicator Actual Accomplishments				Ratings				
		(Target + Measure)				E	T	A		
UPPORT FUNCTION:										
OUTPUT 1 Inswer all incoming calls and respond the inquiries of caller.	Answers incoming ca the inquiries of the c	ills and responds to the inquiries of allers with 100% accuracy.	Answered incoming calls and res inquiries of the callers with 95%.	Answered incoming calls and responded the inquiries of the callers with 95%.			4	4.33		
OUTPUT 2										
eceive incoming and outgoing ocuments	Receives incoming a accuracy.	nd outgoing documents with 85%	Received incoming and outgoing as instructed by the supervisor w		4	5	4	4.33		
UTPUT 3										
ort and file pertinent documents as structed by the supervisor.	per to all a lines per till elle a continue as illes as i		Sorted and filed, pertinent docur instructed by the supervisor with accuracy.	4	4 5	4	4.3			
NAL AVERAGE RATING					4.2	4.7	4.2	4.3		
omments and Recommendations for Deve	lopment Purposes									
Discussed with :	Date	Assessed by	Date		Final I	Ranking by	,		Date	
Aur.		fy that I discussed my assessment performance with the employee. Open. MARIA CLARISSA G. GISIMER	12/29		ENGR. B	ØBERTO S	1/2			
MARIA NINA'S. RECTO						inistrative				

		INDIVID	DUAL PERFORM	ANCE COMMITMENT AND REVIEW (IPCR)					
l MARIA NI attainment of the following	NA S. RECTO, of thing targets in accorda	e <u>Plate Unit, Propert</u> ance with the indicate	<u>y Section</u> , Division o ed measures for the	of <u>Administration</u> commit to deliver and agree to be rate period of OCTOBER <u>17, 2022</u> to DECEMBER 2022	ted on the		Date	MARIA NIFIA	A. RECTO
Reviewed by :		Date	Approved by :			1 - 1 - 1			Date
MARIA CLARISSA & OGSIN OIC Property Section Immediate Supervisor	May hay		LOUELLA V. MUTIA OIC, Administrative Division Division Chief						
MFO/PAP		Success Indicator (Target + Measure)		Actual Accomplishments		Rat	ings		Remarks
		7 77 100			Q	E	T	A	
ORE FUNCTION:									
n-charge for the issuance of Verification and Certifications of Special Plates and Stickers.	e for the issuance of Verification Issues verifications/certification of Special Plates		cial Plates	Issued Verifications/Certifications of Special Plates and Stickers with 95%.	5	4	5	4.7	
OUTPUT 2 leceived the surrendered plates from lepartment of Foreign Affairs.	Receives the surrendered plates from Department of Foreign Affairs with 100%.			Received the surrendered plates from Department of Foreign Affairs with 95% accuracy.	4	5	4	4.33	

DUTPUT 2 Receive incoming and outgoing documents DUTPUT 3 Fort and file pertinent documents as instructed by the supervisor.	the inquiries of	Success Indicator (Target + Measure) ing calls and responds to the inquiries of the callers with 100% accuracy.	Answered incoming calls and responded the inquiries of the callers with 95%.	4	5	T 4	A 4.33	Remarks
DUTPUT 1 DUTPUT 2 Deceive incoming and outgoing ocuments DUTPUT 3 DUTPUT 3 DUTPUT 3 DUTPUT 3 DUTPUT 3 DUTPUT 4 DUTPUT 5 DUTPUT 5 DUTPUT 5 DUTPUT 5 DUTPUT 6 DUTPUT 7 DUTPUT 7 DUTPUT 8 DUTPUT 8 DUTPUT 8 DUTPUT 9 DUTPUT	the inquiries of	ing calls and responds to the inquiries of the callers with 100% accuracy.	inquiries of the callers with 95%.	4	5	4	4.33	
OUTPUT 2 eceive incoming and outgoing ocuments OUTPUT 3 ort and file pertinent documents as istructed by the supervisor.	the inquiries of	the callers with 100% accuracy.	inquiries of the callers with 95%.	4	5	4	4.33	
OUTPUT 2 Receive incoming and outgoing documents OUTPUT 3 Sort and file pertinent documents as instructed by the supervisor.	the inquiries of	the callers with 100% accuracy.	inquiries of the callers with 95%.	4	5	4	4.33	
OUTPUT 3 Sort and file pertinent documents as instructed by the supervisor.		ng and outgoing documents with 85%						
OUTPUT 3 Fort and file pertinent documents as instructed by the supervisor.		ng and outgoing documents with 85%						
OUTPUT 3 Sort and file pertinent documents as instructed by the supervisor.		ng and outgoing documents with 85%						
nstructed by the supervisor.			Received incoming and outgoing documents as instructed by the supervisor with 95%.	4	5	4	4.33	
Sort and file pertinent documents as instructed by the supervisor.								
nstructed by the supervisor.								
	Sorts and files p	pertinent documents as instructed by the	Sorted and filed, pertinent documents as	4	5	4	4.3	
	supervisor with	100% accuracy.	instructed by the supervisor with 95% accuracy.					
FINAL AVERAGE RATING				4.2	4.7	4.2	4.3	
Comments and Recommendations for Developme	ent Purposes		Contract to the second					
			Date	Final	Ranking b	ıv		1 0
Discussed with :	Date	Assessed by I certify that I discussed my assessment	Date		manning a	,		
Aut.		of the performance with the employee. employee. MARIA CLARISSA G. OGSIMER	1/4/m	LOUELLA V. MUTIA				
MARIA NIÑA S. RECTO Employee		OIC, Property Section		OIC. Adm	inistrative	Divison		

3 - Timeliness

2 - Efficiency

Legend: 1- Quality

4- Average