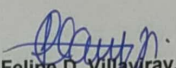
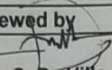


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Felipe D. Villaviray, Jr.**, of the **General Services Section, Administrative 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 **July 1 to September 30, 2022**.

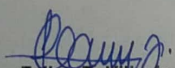
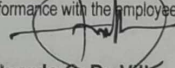

Felipe D. Villaviray, Jr.
 Casual/Emergency Helper

Date : 3-2-22

Reviewed by	Date	Approved by	Date
 Eduardo C. De Villa		Roberto S. Se	
OIC, General Services Section		Chief, Administrative Division	

MFO/PAP	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Repair and Trouble Shooting	Repair/trouble shooting of telephone lines and equipment, with 94% completeness.	Repaired/trouble shoot the telephone lines and equipment, with 96% completeness.	5	4	4	4.33	
Maintenance	Check the condition of telephone lines with 93% efficiency.	Checked the condition of telephone lines with 95% efficiency.	4	4	4	4	
Assistance	Assists in the venue preparation at R.F. Edu Hall and conference room of the Office of the Assistant Secretary, with 94% efficiency and completeness.	Assisted in the venue preparation at R.F. Edu Hall and conference room of the Office of the Assistant Secretary, with 96% efficiency and completeness.	4	4	5	4.33	
	Assists in the job order request in the repair of telephone facilities in various offices at LTO Central Office with 93% efficiency.	Assisted in accomplishing the job order for the repair of telephone facilities in various offices at LTO Central Office with 96% efficiency.	5	4	4	4.33	
TOTAL RATING			18	16	17	17	
FINAL AVERAGE RATING			4.50	4.00	4.25	4.25	

Comments and Recommendation for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 Felipe D. Villaviray Casual/Emergency Helper	<u>3/2/23</u>	 Eduardo C. De Villa OIC, General Services Section		Roberto S. Se Chief, Administrative Division	

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Felipe D. Villaviray, Jr.**, of the **General Services Section, Administrative 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 **October 1 to December 31, 2022**.

[Signature]
Felipe D. Villaviray, Jr.
 Casual/Emergency Helper

Date : **3-1-23**

Reviewed by	Date	Approved by	Date
<i>[Signature]</i> Eduardo C. De Villa		Louella V. Mutia	
OIC, General Services Section		OIC, Administrative Division	

MFO/PAP	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Repair and Trouble Shooting	Repair/trouble shooting of telephone lines and equipment, with 95% completeness.	Repaired/trouble shoot the telephone lines and equipment, with 97% completeness.	5	5	4	4.67	
Maintenance	Check the condition of telephone lines with 94% efficiency.	Checked the condition of telephone lines with 96% efficiency.	5	4	4	4.33	
Assistance	Assists in the venue preparation at R.F. Edu Hall and conference room of the Office of the Assistant Secretary, with 95% efficiency and completeness.	Assisted in the venue preparation at R.F. Edu Hall and conference room of the Office of the Assistant Secretary, with 96% efficiency and completeness.	5	5	4	4.67	
	Assists in the job order request in the repair of telephone facilities in various offices at LTO Central Office with 95% efficiency.	Assisted in accomplishing the job order for the repair of telephone facilities in various offices at LTO Central Office with 97% efficiency.	5	5	4	4.67	
TOTAL RATING			20	19	16	18.3	
FINAL AVERAGE RATING			5.00	4.75	4.00	4.58	

Comments and Recommendation for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
<i>[Signature]</i> Felipe D. Villaviray Casual/Emergency Helper	3-1-23	<i>[Signature]</i> Eduardo C. De Villa OIC, General Services Section		Louella V. Mutia OIC, Administrative Division	

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