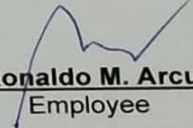
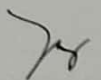
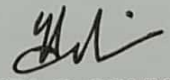


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - TARGET

I, **RONALDO M. ARCUS**, 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 **July - December 2023**.


Ronaldo M. Arcus
Employee

Reviewed by:	Date:	Approved by:	Date:									
 Marcelina C. Hugo	2.28.2023	 EMERITA O. SOLIVEN										
Immediate Supervisor		Head of Division										
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor									
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	<table border="1"> <tr> <th align="center" colspan="4">Rating</th><th align="center" rowspan="2">Remarks</th></tr> <tr> <th align="center">Q1</th><th align="center">E2</th><th align="center">T3</th><th align="center">A4</th></tr> </table>	Rating				Remarks	Q1	E2	T3	A4
Rating				Remarks								
Q1	E2	T3	A4									

CORE FUNCTIONS

Monitoring Compliance with Office Policies, Rules and Regulations, and Internal Control System


Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, and 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 100% accuracy for improvement and linkage to close the gap.					
	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.					

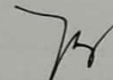
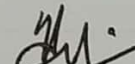
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				REMARKS
			Q ¹	E ²	T ³	A ⁴	
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of two (2) Field Offices (licensing/district/extension) 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/validate RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.						
Update of Uncompiled Audit Findings	Update the uncompiled audit findings of the District Offices with 90% accuracy with 2 revisions and prepare memoranda for the Regional Directors as needed.						
EODB-EGSD Monitoring Activities	Conduct monitoring on the EODB-EGSD of eleven (11) field offices on the compliance to RA 11032, 90% with accuracy, and ensure that working papers are complete and that monitoring is conducted with objectivity, proper coordination, and respect based on RA 11032 within 15 days.						
Facilitation of Clearance of Retired / Retirable or Resigned Official and Employees	Facilitate/countersign clearances of retired/retirable or resigned officials and employees forwarded to the Management Division with 90% accuracy within seventy-two (72) hours from receipt.						
Non-Routine Communications	Prepare communications for submission to the immediate Supervisor, 90% accurate and complete (CSW), documentation properly noted, with two (2) revisions, and released within seventy- two (72) hours upon receipt of the communication.						
Routine Communications	Prepare Memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB-EGSD Monitoring Activities of field employees after 90% accurate verification with the Report, with two (2) revisions which shall follow the prescribed format within two (2) days upon receipt. This also includes queries from employees or private individuals or other office requirements.						

PAP		SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
Support Functions: (All other Functions)				Q1	E2	T3	A4	
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.							
Committee Membership Meetings	90% participation in the meetings conducted as A member of the CART, Steering, Executive, Management, and other Committees.							
Attend various actual and virtual training/seminars/conferences/ meetings and Prepare required reports/output	Attend various trainings/seminars/conference/ meetings (face-to-face/virtual) conducted by the office, other government agencies, and private sectors and prepares required report/output with 90% accuracy.							
TOTAL OVER-ALL RATING								
Core Functions								
Support Functions								
FINAL AVERAGE RATING								
ADJECTIVAL RATING								
Comments and Recommendations for Development Purposes								
Discussed with:	Date:	Assessed by:	Date:	Final Ranking by:		Date:		
Ronaldo M. Arcus		Marcelina C. Hugo		EMERITA O. SOLIVEN				
Employee		Immediate Supervisor		Head of Division				

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - TARGET

I, **RONALDO M. ARCUS**, 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 - June 2023**.


Ronaldo M. Arcus
Employee

Reviewed by:	Date:	Approved by:	Date:
 Marcelina C. Hugo	2-28-2023	 EMERITA O. SOLIVEN	
Immediate Supervisor		Head of Division	

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

Monitoring Compliance with Office Policies, Rules and Regulations, and Internal Control System

Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, and 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 100% accuracy for improvement and linkage to close the gap.						
	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.						

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				REMARKS
			Q ¹	E ²	T ³	A ⁴	
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of two (2) Field Offices (licensing/district/extension) 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/validate RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.						
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MFO / PAP		SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
Support Functions: (All other Functions)				Q1	E2	T3	A4	
Receipt and Relay of Messages (voice or text) to official concerned		Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.						
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TOTAL OVER-ALL RATING								
Core Functions								
Support Functions								
FINAL AVERAGE RATING								
ADJECTIVAL RATING								
Comments and Recommendations for Development Purposes								
Discussed with:		Date:	Assessed by:	Date:	Final Ranking by:		Date:	
Ronaldo M. Arcus			Marcelina C. Hugo		EMERITA O. SOLIVEN			
Employee			Immediate Supervisor		Head of Division			