

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

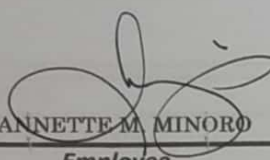

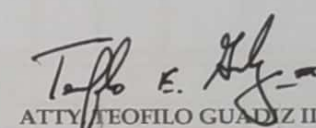
I, JANNETTE M. MINORO of the Planning Staff, Office of the Assistant Secretary, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of AUGUST TO DECEMBER, 2022.

JANNETTE M. MINORO  
Administrative Assistant II

Reviewed by :	Date	Approved by :	Date
<u>Adrian II/19/2022</u> PRECIOUS MARIE C. TONDARES Immediate Supervisor		<u>Teofilo E. Guadiz III</u> ATTY. TEOFILO GUADIZ III ASSISTANT SECRETARY, LTO	

OUTPUT	SUCCESS INDICATOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
Strategic Priority No.			Q	E	T	A	
OUTPUT 1							
MFO 1 Assist in the Conduct of Strategic Planning and/or Performance Assessment and Evaluation Review	Assisted in the Conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period		5		4	4.5	
OUTPUT 2							
MFO 1 Statistical Estimation/ Projection	<u>1</u> MIS Transaction wherein statistical estimates/projections/ targets were calculated according to standards. The Statistical estimates for the MIS transaction should be accurate, unbiased and consistent and based on planned schedules & set deadlines /instruction	<u>2</u> MIS Transactions wherein statistical estimates/projections/ targets were calculated according to standards . The Statistical estimates for the MIS transaction were accurate, unbiased and consistent and based on planned schedules & set deadlines /instruction	5		5	5	
OUTPUT 3							
MFO 1 Statistical Services Generation of Statistical Report/ Verification as to MIS Data Accuracy	<u>3</u> of prepared MIS reports with an effective & accurate statistical reports. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS Reports.	Prepared <u>3</u> no. of MIS reports with an effective & accurate statistical reports. There was an accurate encoding prooflisting, reports generation & a reliable verification as to the correctness of the MIS Reports.  The Statistical reports for the MIS transaction was consistent based on available data and done ahead of planned schedule/ deadline/instruction.	3		5	4	

## Core Function :

OUTPUT 3			Q	E	T	A	Remarks
Statistical Services MIS Reports Monitoring	16 LTO Regional/District Offices who were monitored as to the completeness and timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies. If any, of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Officers who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days	16 LTO Regional/District Offices who were monitored as to the completeness and timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies. If any, of submitted MIS reports was properly recorded & appropriate action was undertaken. Regional/LTO Officers who have deficiencies in the submitted MIS reports were notified via memorandum or telephone call within the day.	3		5	4	
OUTPUT 4			Q	E	T	A	Remarks
Statistical Service Assistance/ Address of researcher's need for statistical data & other outputs of the Office	25 researchers who were assisted & whose need for LTO Statistical data/other outputs of the office has been attended well. The researchers' needs must addressed in a courteous & responsive manner. A Good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended within 2 minutes upon arrival.	52 researchers were assisted & whose need for LTO statistical data/other outputs of the office has been attended very well. The researchers' needs was addressed in a courteous & responsive manner. A Good public relationship was established wherein a feedback mechanism was available. Researchers was attended to upon arrival.	5		5	5	
Final Average Rating						4.5	
Comments and Recommendation for Development Purposes :							
Discussed with :		Date :	Assessed by:		Date:	Final Ranking by:	Date
 JANNETTE M. MINOR Employee		Feb. 13, 2023	I Certify that I discussed my assessment of the performance with the employee  PRECIOUS MARIE C. TONDAIRES Immediate Supervisor			 ATTY. TEOFILO GUADIZ III Head of Office	
Legend : 1- QUALITY 2- EFFICIENCY 3- TIMELINESS 4- AVERAGE							
Rating : 1- POOR 2- UNSATISFACTORY 3- SATISFACTORY 4- VERY SATISFACTORY 5- OUTSTANDING							