

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARIA NIÑA S. RECTO**, of the **Property Section**, Division of **Administration** 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 20223 to DECEMBER 2023**.

[Signature]
MARIA NIÑA S. RECTO
 Ratee

Date 2/28/2023

Reviewed by :	Date	Approved by :	Date
<i>[Signature]</i> MARIA CLARISSA G. OSSIMER OIC, Property Section Immediate Supervisor	<i>[Signature]</i> 2/2/23	LOUELLA V. MUTIA OIC, Administrative Division Division Chief	

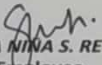
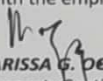

MFO / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
SUPPORT FUNCTION:							
OUTPUT 1 Assist in the incoming and outgoing documents.	Assists in the incoming and outgoing documents with 100% accuracy.						
OUTPUT 2 Sort and file pertinent documents as instructed by the supervisor.	Sorts and pertinents as instructed by the supervisor with 100% accuracy.						

OUTPUT 3 Answer all incoming calls and respond to the inquiries of caller.		Answers incoming and responds to the inquiries of the callers with 100% accuracy.							

OUTPUT 4 Performs other duties per instruction of my immediate supervisor.		Performs other duties per instructions of my immediate supervisor with 100% accuracy.							
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FINAL AVERAGE RATING					
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Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 MARIA NINA S. RECTO Employee		I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. DESIMER OIC, Property Section		LOUELLA V. MUTIA OIC, Administrative Division	

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARIA NIÑA S. RECTO**, of the Property Section, Division of Administration 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 20223 to JUNE 2023.**

[Signature]
MARIA NIÑA S. RECTO
 Ratee

Date

2/28/2023

Reviewed by :	Date	Approved by :	Date
<i>[Signature]</i> MARIA CLARISSA G. OGSIMER OIC, Property Section Immediate Supervisor	<i>2/28/23</i>	<i>[Signature]</i> LOUELLA V. MUTIA OIC, Administrative Division Division Chief	

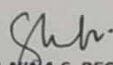
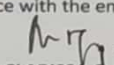

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FINAL AVERAGE RATING					
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Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 MARIA NINA S. RECTO Employee		I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. OGSIMER OIC, Property Section	 7/21/23	LOUELLA V. MUTIA OIC, Administrative Division	

Legend: 1- Quality

2 - Efficiency

3 - Timeliness

4- Average