

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I BABYLYN F. VITORIO of Supply Unit, Property 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 January 1 to June 30, 2023

BABYLYN F. VITORIO


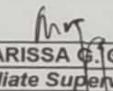

Ratee

Date: Feb 20, 2023

Reviewed by :	Date	Approved by :	Date
MARIA CLARISSA G. OGSIMER OIC, Property Section	2/21/23	LOUELLA V. MUTIA OIC, Administrative Division	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings
Core Function			Q E T A
OUTPUT 1			
Monitor, Approve, and Issue of all	Monitors, Approves, and Issues of all		
Accountable forms and Driver License	of Accountable forms and Driver License		
Cards	Cards thru Inventory Management System		
	(IMS) online request by the District Offices		
	Nationwide within 4 mins with 100% accuracy		
OUTPUT 2			
Preparation of Request for Spot	Prepares of Request for Spot Inspection		
Inspection of the Items Deliver	of the Items Deliver address to the Resident		
address to the Resident Auditor	Auditor and Inspection Committee with		
and Inspection Committee	100 % accuracy		

OUTPUT 3		Ratings				Remarks
		Q	E	T	A	
Update Records of deliveries and	Updates of Records of deliveries					
issuance of the Items for verification	and issuance of the Items for verification					
purposes and for the preparation of the	purposes and for the preparation of the					
Monthly Report of Accountable forms and	Monthly Report of Accountable forms and					
driver license card issued	driver license card issued with 100 % accuracy					
OUTPUT 4						
Encode the series number of all	Encodes the series number of all Accountable					
Accountable Forms and Driver License	Forms and Driver License Cards thru Inventory					
Cards deliver thru Inventory Management	Management System (IMS) of Stradcom within					
System (IMS) of Stradcom	45 mins with 100% accuracy					
OUTPUT 5						
Doing the activation and transfer of	Activate/transfer of cards in the Dermalog					
cards in the Dermalog Inventory System	Inventory System based on the District Offices					
based on the request of District Offices	nationwide with 100% accuracy					
Nationwide						
OUTPUT 6						
alternate receipt of Driver License	alternate receives and checks delivered Driver's					
Cards (DL)	License Cards from the supplier with 100% completeness					
OUTPUT 7						
Prepare Monthly inventory of all Accountability	Prepares Monthly inventory of Accountable					
Reports of Accountable Forms and Driver	Forms and Driver License Cards and					
License Cards and render reports of losses	render reports of losses and manage					
and manage disposal thereof	disposal thereof with 100% accuracy					

OUTPUT 8		Ratings				Remarks
		Q	E	T	A	
Prepare Bill of Ladings, IRS and IRAF for issued Accountable Forms and Driver License Cards	Prepares Bill of Lading, IRS and IRAF for issued Accountable Forms and Driver License Cards with 100% accuracy					
Support Function						Remarks
OUTPUT 1						
Assist in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and safety to supplies	Assists in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and safety to supplies					
OUTPUT 2						Remarks
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy					
Total Over-all Rating		0	0	0	0	
Final Average Rating		0.0	0.0	0.0	0.0	
Adjectival Rating						
Comments and Recommendation for Development Purposes :						

Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date
 BABYLYN F. VITORIO Employee	Feb 20, 2023	I certify that I discussed my assessment of the performance with the employee  MARIA CLARISSA C. OGSIMER Immediate Supervisor	 LOUELLA V. MUTIA Head of Division		

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

Rating 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I BABYLYN F. VITORIO of Supply Unit, Property 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 December 31, 2023




BABYLYN F. VITORIO

Ratee

Date: Feb 20, 2023

Reviewed by :		Date	Approved by :	Date
<u>MARIA CLARISSA G. OSSIMER</u> OIC, Property Section	<u>2/20/23</u>		<u>LOUELLA V. MUTIA</u> OIC, Administrative Division	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings	Remarks
Core Function			Q E T A	
OUTPUT 1				
Monitor, Approve, and Issue of all	Monitors, Approves, and Issues of all			
Accountable forms and Driver License	of Accountable forms and Driver License			
Cards	Cards thru Inventory Management System			
	(IMS) online request by the District Offices			
	Nationwide within 4 mins with 100% accuracy			
OUTPUT 2				
Preparation of Request for Spot	Prepares of Request for Spot Inspection			
Inspection of the Items Deliver	of the Items Deliver address to the Resident			
address to the Resident Auditor	Auditor and Inspection Committee with			
and Inspection Committee	100 % accuracy			

OUTPUT 3		Ratings				Remarks
		Q	E	T	A	
Update Records of deliveries and	Updates of Records of deliveries					
issuance of the Items for verification	and issuance of the Items for verification					
purposes and for the preparation of the	purposes and for the preparation of the					
Monthly Report of Accountable forms and	Monthly Report of Accountable forms and					
driver license card issued	driver license card issued with 100 % accuracy					
OUTPUT 4						
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Accountable Forms and Driver License	Forms and Driver License Cards thru Inventory					
Cards deliver thru Inventory Management	Management System (IMS) of Stradcom within					
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cards in the Dermalog Inventory System	Inventory System based on the District Offices					
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Nationwide						
OUTPUT 6						
alternate receipt of Driver License	alternate receives and checks delivered Driver's					
Cards (DL)	License Cards from the supplier with 100%					
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License Cards and render reports of losses	render reports of losses and manage					
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OUTPUT 1						
Assist in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and safety to supplies	Assists in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and safety to supplies					
OUTPUT 2						Remarks
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy					
Total Over-all Rating		0	0	0	0	
Final Average Rating		0.0	0.0	0.0	0.0	
Adjectival Rating						
Comments and Recommendation for Development Purposes :						
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date	
	Feb 20, 2023	I certify that I discussed my assessment of the performance with the employee				
BABYLYN F. VITORIO Employee		MARIA CLARISSA G. OGSIMER Immediate Supervisor		LOUELLA V. MUTIA Head of Division		

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

Rating 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding