

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Marie Pauline Nicetas R. Malantic**, of the **PABX Unit, 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**.

Marie Pauline Nicetas R. Malantic
Engineer II

Date : 2/23/2023

Reviewed by	Date	Approved by	Date
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	
Supervision	Supervises technical operation, maintenance, repair and construction of all trade telecommunication equipment and accessories in the Land Transportation Office with 96% completeness.	Supervised technical operation, maintenance, repair and construction of all trade telecommunication equipment and accessories in the Land Transportation Office with 98% completeness.	5	5	5	5	
Documentation	Prepares requisitions for spare parts and check-up accessories needed from time to time for the improvement of the network with 95% completeness and accuracy.	Prepared requisitions for spare parts and check-up accessories needed from time to time for the improvement of the network with 98% completeness and accuracy.	5	5	5	5	
	Prepares budget estimates for the maintenance and the construction materials of telecommunication facilities from time to time with 94% completeness and accuracy.	Prepared budget estimates for the maintenance and the construction materials of telecommunication facilities from time to time with 98% completeness and accuracy.	4	5	5	4.67	
Preparation	Prepares, process and verifies the necessary documents needed for payment for the billing request submitted by onboard service providers for telecommunication and internet services with 95% completeness.	Prepared, processed and verified the documents presented for payment for the billing requested by onboard service providers for telecommunication and internet services with 99% completeness.	5	5	5	5	
Inspection Team C Related	Spot inspection (pre/post) of ongoing infrastructure projects with 96% completeness and accuracy.	Inspected ongoing infrastructure projects with 99% completeness and accuracy.	5	5	5	5	
IT Training Hub Project, Project Management Team Related	Reports directly to the Project Manager the issues and concern of the on-going IT Training Hub including Multi-Activity Center Project with 95% efficiency.	Conveyed directly to the Project Manager the issues and concern of the on-going IT Training Hub including Multi-Activity Center Project with 98% efficiency.	5	5	5	5.00	
	Ensure the delivery of the on-going projects are within timeline and budget by closely working with the Solution Provider's project Team with 95% completeness and accuracy.	Made certain that the delivery of the on-going projects are within timeline and budget by closely working with the Solution Provider's project Team with 98% completeness and accuracy.	5	5	4	4.67	
	Provides support the Solution Provider's Project Team to ensure delivery of the on-going projects output and outcomes based on project terms and reference, contract, approved business requirement and technical proposal with 95% completeness and accuracy.	Supported the Solution Provider's Project Team to ensure delivery of the on-going projects output and outcomes based on project terms and reference, contract, approved business requirement and technical proposal with 98% completeness and accuracy.	5	5	4	4.67	
	Evaluates the delivered milestones and endorses the same to the Inspection and Acceptance Committee for inspection, evaluation and acceptance of on-going IT Training Hub including Multi-Activity Center Project with 95% completeness and accuracy.	Recommended to the Inspection and Acceptance Committee for inspection, evaluation and acceptance of on-going IT Training Hub including Multi-Activity Center Project with 98% completeness and accuracy.	4	5	5	4.67	
	Oversee deployment of civil works with 95% efficiency.	Administered deployment of civil works with 98% efficiency.	5	5	4	4.67	
RSIC Project, Project Management Team Related	Reports directly to the Project Manager the issues and concern of the on-going Road Safety Interactive Center Project with 95% efficiency.	Conveyed directly to the Project Manager the issues and concern of the on-going Road Safety Interactive Center Project with 98% efficiency.	5	5	4	4.67	