

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, RENZ CLAUDEL O. ARBOLEDA, of the Computer Section, Division of Management Information 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 JANUARY to JUNE, 2022.


RENZ CLAUDEL O. ARBOLEDA
Ratee

Date: 27/02/2023

Reviewed by:	Date:	Aproved by:	Date
CLAUDIO B. BONSOL JR.	27/02/2023	CLAUDIO B. BONSOL JR.	27/02/2023
Immediate Supervisor		Head of Division	

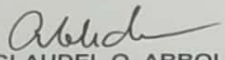

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Member of Technical Working Group / TSS for Value Added Service Provider	Evaluating VASP for PMVIC at DOTr	Evaluated IT Provider for Accreditation based on planned schedules	4	5	5	4.67	
Member of the Acceptance and Evaluation Team for LTO - MVRES Project	Check and Evaluate the equipment delivered and its functionality Hardware, Network and Software of LTO MVRES	Checked and Evaluated the deliverables of the Provider based on the planned schedules	5	4	5	4.67	
Member of the Acceptance and Evaluation Team for LTO - ITHUB Project	Check and Evaluate the equipment delivered and its functionality Hardware, Network and Software of LTO ITHUB	Checked and Evaluated the deliverables of the Provider based on the planned schedules	5	4	5	4.67	

Member of the Acceptance and Evaluation Team for LTO - RSIC Project	Check and Evaluate the equipment delivered and its functionality Hardware, Network and Software of LTO RSIC	Checked and Evaluated the deliverables of the Provider based on the planned schedules	5	4	5	4.67	
Member of the Acceptance and Evaluation Team for LTO - Component B Project	Check and Evaluate the equipment delivered and its functionality Hardware, Network and Software of LTO Procurement Component B	Checked and Evaluated the deliverables of the Provider based on the planned schedules	5	4	5	4.67	
Member of the Acceptance and Evaluation Team for LTO IT Project LOT - A Data Center Team	Check and Evaluate the maintenance of the data center	Checked and Evaluated the deliverables of the Provider based on the planned schedules	4	5	5	4.67	
Core Function:							
Network Administrator for LTO Meraki Network	Configuration and Technical Support for LTO Meraki Network Nationwide	Configured and Support LTO Concern regarding network in Central Office and LTO Sites nationwide	4	4	5	4.33	
Network Administrator for LTO Sophos Network	Configuration and Technical Support for LTO SophosNetwork Nationwide	Configured and Support LTO Concern regarding network in Central Office and LTO Sites nationwide	4	4	5	4.33	
Active Directory Administrator	Generate user for LTO Employees in active directory and joining LTO Owned workstation in active directory	Generated user and joined the workstation of lto employees based on the planned schedule or 15mins upon receiving the request	4	5	5	4.67	

LTO E-mail Administrator	Generate user for LTO Employees for their official e-mail account	Generated user within 15mins upon receiving of the request	4	5	5	4.67	
OTRS Administrator	Generate user for LTO CCTSS and Client for LTO Ticketing System	Generated users within 15mins upon receiving of the request	4	5	5	4.67	
Support Function:							
Member of Inspection Team for Private Motor Vehicle Inspection Center	Inspecting PMVIC IT System and Interconnectivity to LTO System LTMS	Inspected PMVIC IT System and Interconnectivity to LTO system based on planned schedules	4	5	5	4.67	
Technical Support in the Printing of Driver's License Card	Active Participation in the trainings and deployment of Dermalog peripherals and other related activities (Site Assessment; Initialization of Dermalog Workstations; Provides technical assistance nationwide thru Viber, FaceBook, and landline in the maintenance of 5-year validity driver's license equipment, network cabling central office/district office and troubleshooting workstations central office)	Joined training and Support LTO Sites having a concern in printing of Driver's License Card	5	5	4	4.67	

Monitoring and Repairing of Equipments and Peripherals Relative to the Printing of DL Cards	Receives properly the complaints via various media from sites nationwide; Provides basic trouble shooting. Else, creates ticket number to Dermalog; Advises site on the required action to address the problem based on Dermalog recommendation (e.g. solution can be done remotely, ship malfunctioning hardware to MID, prepare request letter, etc.); Prepares Memo (Delivery of Defective Equipment/Peripherals) to Property; Repairs damaged equipment/peripherals; Prepares Memo (Delivery of Repaired Equipment/Peripherals) to Property to ship the equipment/peripherals back to the site. If for pick up, advises site that the equipment is already repaired and can be picked up from MID.	Problem relayed immediately upon receipt or upon the availability of part/s <i>Note: If replacement of part is required, duration of repair is dependent on the availability of the same.</i>	5	4	4	4.33
User Management Admin for 5-Year Validity Card System	Generates user account for Dermalog system (5YVC) nationwide Activates/Deactivates user account, if needed Creates/adds new agency in	Implemented 10 minutes upon receiving the application	5	4	5	4.67
Monitoring Data Center	Monitoring all rooms in Data Center	Monitored all rooms in Data Center based on planned schedules	5	5	4	4.67
Final Average Rating						4.60

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 RENZ CLAUDEL O. ARBOLEDA Employee	27/02/2023	I certify that I discussed my assessment of the performance with the employee.	27/02/2023	 CLAUDIO B. BON SOL JR Head of Division	27/02/2023
		CLAUDIO B. BON SOL JR Immediate Supervisor			

Legend
Rating

1 - Quality
1 - Poor

2 - Efficiency
2 - Unsatisfactory

3 - Timeliness
3 - Satisfactory

4 - Average
4 - Very Satisfactory

5 - Outstanding