

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **WALWYNNE S. CONCEPCION**, of the License Section-Operations 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 to DECEMBER 2022**

Walwynne S. Concepcion
Walwynne S. Concepcion
Administrative Officer III

Reviewed by :	Date	Approved by :	Date
<i>Richard M. Cortez</i> RICHARD M. CORTEZ Immediate Supervisor	February 21, 2023	<i>Daniilo J. Encela</i> DANILO J. ENCELA Chief, Operations Division Head of Office	2-28-23

OUTPUT

SUCCESS FACTOR (Target + Measure)

ACTUAL ACCOMPLISHMENT

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

Ratings

STRATEGIC PRIORITY

Q E T A Remark

Preparation of Correspondence, Letters, Certifications, Memos, etc.

Compose/Prepares/Type communications, letters, certifications, memos, etc.
- with 100% efficiency
- types in accordance to correspondents official format prescribed by the management
- to prepare within 1-2 days upon receipt

Composed/Prepared/Typed communications, letters, certifications, memos, etc.
- with 100% efficiency
- typed in accordance to correspondents official format prescribed by the management
- prepared within 1-2 days upon receipt

5 5 4 4.67

CORE FUNCTIONS

Q E T A Ren

Documentation Control/ Records Management

Manages, monitors, records and files incoming and outgoing communications/ correspondence/ documents of License Section with 100% completeness.

Managed, monitored, recorded and filed incoming and outgoing communications/ correspondence/ documents of License Section with 100% completeness.

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MIS Report			Q	E	T	A	Remarks
2. Consolidates and prepares monthly MIS Report of License Section: - no typing error - completeness of the data; classify drivers by gender, types of driver's license and total number of issued driver's license and certifications per month			5	5	4	4.67	
SUPPORT FUNCTIONS			Ratings				Remarks
Other Duties/Functions			Q	E	T	A	Remarks
Performs other related duties/functions assigned from time to time. 1. Monitors/prints incoming emails and prepares reply to emails/inquiries from DFA, Embassy's, etc.. - no typing error - to reply within one (1) day upon receipt			5	5	5	5.00	
2. Answers telephone queries related to evaluation and issuances of driver's license and certifications - 100% accuracy - 100% client satisfaction with the answer to the query - to relay important information/data accurately and courteously.			5	5	4	4.67	
Total Over-all Rating			25	25	22	24.00	
Final Average Rating			5.00	5.00	4.40	4.80	
Adjectival Rating			VERY SATISFACTORY				