	INDIVID	DUAL PERFORMANCE	COMMITMENT AND REVIEW (IPCR)					
l MARIA NIÑA attainment of the following t	S. RECTO, of the <u>Property Section</u> , It targets in accordance with the indicate	Division of Administration ed measures for the period	commit to deliver and agree to be rated on the of JULY 20223 to DECEMBER 2023.			Date	MARIA NIÑA	S. RECTO
Reviewed by :	Date	Approved by :			7,110	10.700		Date
MARIA CLARISSA G. OCSIMEI OIC, Property Section Immediate Supervisor	R NWm		LOUELLA V. MUTIA OIO Administrative Division Division Chief					
MFO/PAP	Success Indi		Actual Accomplishments		Rat	ings		Remarks
	(Target + Measure)			Q	E	-		
SUPPORT FUNCTION:				1 4	E	1 1	A	
OUTPUT 1 Assist in the incoming and outgoing documents.	Assists in the incoming and outgoing of 100% accuracy.	documents with						
OUTPUT 2 Sort and file pertinent documents as instructed by the supervisor.	Sorts and pertinents as instructed by 100% accuracy.	the supervisor with						

Performs other duties per instruction of performs other duties per instructions of my immediate supervisor.  Performs other duties per instructions of my immediate supervisor with 100% accuracy.  Performs other duties per instructions of my immediate supervisor with 100% accuracy.	
AL AVERAGE RATING  Inments and Recommendations for Development Purposes	
AL AVERAGE RATING  Inments and Recommendations for Development Purposes	
Discussed with: Date Assessed by Date Final F	anking by Dat
I certify that I discussed my assessment of the performance with the employee.  MARIA TINA S. RECTO  I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA S. DESIMER  LOUELI	A V. MUTIA istrative Divison

		INDIVI	DUAL PERFORMANCE	COMMITMENT AND REVIEW (IPCR)					
				ommit to deliver and agree to be rated on the f JANUARY 20223 to JUNE 2023.			Date	MARIA NIÑI.	AS. RECTO
Reviewed by :		Date	Approved by :			THE REAL PROPERTY.			Date
MARIA CLARISSA G OG: OIC, Property Section Immediate Supervis	n	N-W/24		LOUELLA V. MUTIA OIC, Alfininistrative Division Division Chief					
MFO/PAP		Success Indicator Actual Ac (Target + Measure)		Actual Accomplishments	Ratings		itings	Remark	
UPPORT FUNCTION:					Q	E	T	A	
DUTPUT 1 ssist in the incoming and outgoing occuments.	Assists in the in 100% accuracy	ncoming and outgoing d	ocuments with						
OUTPUT 2 ort and file pertinent documents as structed by the supervisor.	Sorts and perti	nents as instructed by t	he supervisor with						

OUTPUT 3 Answer all incoming calls and respond to the inquiries of caller.	Answers inco	ming and responds to the inquiries of the 00% accuracy.				
OUTPUT 4 erforms other duties per instruction of ny immediate supervisor.		er duties per instructions of my immediate th 100% accuracy.				
NAL AVERAGE RATING						
mments and Recommendations for Devel	lopment Purposes					
Discussed with :  MARIA NIÑA S. RECTO Employee	Date	I certify that I discussed my assessment of the performance with the employee. employee.  MARIA CLARISSA G. OGSIMER OIC, Property Section	Date / W/m	Final Ranking b LOUELLA V. MU OIC, Administrative	TIA	Date