

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)



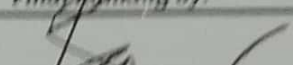
I, **EVANGELINE L. BUSTO**, of the Planning Staff, Office of the Assistant Secretary, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July-December, 2023**

E.L. Busto
EVANGELINE L. BUSTO
Employee

Reviewed by:	Date	Approved by:	Date										
<i>M. Tondares</i> PRECIOUS MARIE C. TONDAIRES Immediate Supervisor	11/13/2023	<i>G. Lopez</i> GIOVANNI Z. LOPEZ Executive Director, LTO											
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	<table border="1"> <tr> <th align="center" colspan="4">Ratings</th><th rowspan="2">Remarks</th></tr> <tr> <th align="center">Q</th><th align="center">E</th><th align="center">T</th><th align="center">A</th></tr> </table>	Ratings				Remarks	Q	E	T	A	
Ratings				Remarks									
Q	E	T	A										
OUTPUT 1													
MFO 1 Assist in the conduct of Strategic Planning an/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </table>										
			<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </table>										
OUTPUT 2													
MFO 1 Statistical Estimation/ Projection	2 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions should be accurate, unbiased and consistent and based on planned schedules and set deadlines/ instructions.		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </table>										

			Rating				Remarks
			Q	E	T	A	
OUTPUT 3							
MFO 1 Statistical Services MIS Reports Monitoring	18. FTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies, if any, of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call w/in 3 days.						
			Rating				Remarks
			Q	E	T	A	
OUTPUT 4							
MFO 1 Statistical Services Assistance/Address of researcher's need for statistical data & other output of the office	25. no. of researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researcher's need must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival						
Final Average Rating							

Comments and Recommendation for Development Purposes :

Discussed with :	Date : February 13, 2022	Assessed by:	Date	Final Checking by:	Date
 EVANGELINE BUSTO Employee		 PRECIOUS MARIE C. TONDARES Immediate Supervisor		 GIOVANNI L. LOPEZ Executive Director, LTO	

Legend
Rating

1- Quality
1- Poor

2- Efficiency
2- Unsatisfactory

3- Timeliness
3- Satisfactory

4- Average
4- Very Satisfactory

5- Outstanding

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

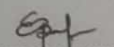
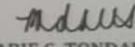

I, **EVANGELINE L. BUSTO**, of the Planning Staff, Office of the Assistant Secretary, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY-JUNE, 2023**

EP
EVANGELINE L. BUSTO
Employee

Reviewed by :	Date	Approved by :	Date																															
<i>md</i> PRECIOUS MARIE C. TONDARES Immediate Supervisor	<i>II/19/2023</i>	<i>[Signature]</i> GIOVANNI Z. LOPEZ Executive Director, LTO																																
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	<table border="1"> <thead> <tr> <th colspan="4">Ratings</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> </tr> </thead> <tbody> <tr> <td colspan="5">OUTPUT 1</td> </tr> <tr> <td>MFO 1 Assist in the conduct of Strategic Planning an/or Performance Assessment & Evaluation Review</td> <td>Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">OUTPUT 2</td> </tr> <tr> <td>MFO 1 Statistical Estimation/ Projection</td> <td>2 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions should be accurate, unbiased and consistent and based on planned schedules and set deadlines/ instructions.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ratings				Remarks	Q	E	T	A	OUTPUT 1					MFO 1 Assist in the conduct of Strategic Planning an/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period					OUTPUT 2					MFO 1 Statistical Estimation/ Projection	2 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions should be accurate, unbiased and consistent and based on planned schedules and set deadlines/ instructions.				
Ratings				Remarks																														
Q	E	T	A																															
OUTPUT 1																																		
MFO 1 Assist in the conduct of Strategic Planning an/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period																																	
OUTPUT 2																																		
MFO 1 Statistical Estimation/ Projection	2 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions should be accurate, unbiased and consistent and based on planned schedules and set deadlines/ instructions.																																	

OUTPUT 3			Ratings				Remarks
MFO 1			Q	E	T	A	
Statistical Services MIS Reports Monitoring	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies. If any, of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call w/in 2 days						
OUTPUT 4			Ratings				Remarks
MFO 1			Q	E	T	A	
Statistical Services Assistance/Address of researcher's need for statistical data & other output of the office	25 no. of researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researcher's need must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival						
Final Average Rating							

Comments and Recommendation for Development Purposes :

Discussed with :	Date : February 13, 2022	Assessed by:	Date	Final Ranking by:	Date
 EVANGELINE L. BUSTO Employee		 PRECIOUS MARIE C. TONDARES Immediate Supervisor	II/19/2022	 GIOVANNI Z. LOPEZ Executive Director, LTO	

Legend
Rating

1- Quality
1- Poor

2-Efficiency
2-Unsatisfactory

3-Timeliness
3-Satisfactory

4-Average
4-Very Satisfactory

5-Outstanding