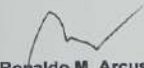

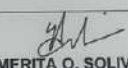


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Ronaldo M. Arcus** of the Management 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 - June 2022**.

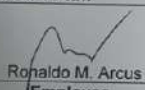



Ronaldo M. Arcus
Employee

Reviewed by:	Date: <u>7/24/2022</u>	Approved by:	Date								
 MARCELINA C. HUGO Immediate Supervisor		 EMERITA O. SOLIVEN Head of Division									
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT									
			<div style="text-align: right;"> 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor </div>								
			Ratings								
			REMARKS								
Monitoring Compliance to Office Policies, Rules and Regulations, and Internal Control Systems											
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, and Licensing together with EODB, Admin, and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	Reviewed and examined existing policies on Registration together with EODB, Admin, and Finance Functions to determine the gap between the implementation of policies and actual applications in the LTMS to provide recommendations with 92% accuracy for improvement and linkage to close the gap.	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Q¹</td> <td>E²</td> <td>T³</td> <td>A⁴</td> </tr> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> </table>	Q ¹	E ²	T ³	A ⁴	4	4	4	4
	Q ¹	E ²	T ³	A ⁴							
4	4	4	4								
Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed	Reviewed the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Q¹</td> <td>E²</td> <td>T³</td> <td>A⁴</td> </tr> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> </table>	Q ¹	E ²	T ³	A ⁴	4	4	4	4	
Q ¹	E ²	T ³	A ⁴								
4	4	4	4								

PMP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				REMARKS
			Q ¹	E ²	T ³	A ⁴	
Management Audit / Validation of RIAS Audit findings	<p>Conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) Field Offices (licensing/district/extension) with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination, and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. Monitor/validate RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.</p> <p>Follow up and discuss the compliance of audit findings on the remaining accountabilities of field offices during the conduct of the Operations Forum.</p>	<p>Followed up the compliance of audit findings on the remaining accountabilities of field offices during the conduct of the Operations Forum and audit at the Central Office.</p>	4	4	4	4	
Update of Uncompiled Audit Findings	Update the uncompiled audit findings of the District Offices with 90% accuracy with 2 revisions and prepare memoranda for the Regional Directors as needed.	Updated the uncompiled audit findings of Region VIII District Offices with 92% accuracy with 2 revisions and prepare memoranda for the Regional Director as needed.	4	4	4	4	
EODB-EGSD Monitoring Activities	<p>Conduct monitoring on the EODB-EGSD of eleven (11) field offices on the compliance to RA 11032, 90% with accuracy, and ensure that working papers are complete and that monitoring is conducted with objectivity, proper coordination, and respect based on RA 11032 within 15 days.</p> <p>Prepare and consolidate Central Office and Regional Office Semi-Annual EODB Reports to the immediate supervisor, with 90% accuracy and completeness with 2 revisions, within 5 days upon receipt of the report</p>	<p>Assisted in the preparation of follow-up reports on the audit conducted at the PMP and Collection Unit with 92% accuracy and completeness with two (2) revisions.</p>	4	4	4	4	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				REMARKS
			Q ¹	E ²	T ³	A ⁴	
	Review and sign the issuance of audit follow-up report on the audit conducted at the central office with 90% accuracy and completeness with 2 revisions, properly noted and released within seventy-two (72) hours from receipt.	Reviewed and signed the two (2) audit reports, on the audit conducted at Plate Unit and Collection Unit with 92% accuracy and completeness with 2 revisions, properly noted and released within 72 hours	4	4	4	4	
Facilitation of Clearance of Retired / Retirable or Resigned Official and Employees	Facilitate clearances of retired/retirable or resigned officials and employees forwarded to the Management Division with 90% accuracy within seventy-two (72) hours from receipt.	Facilitated Seventy-two (72) clearances of retired/retirable or resigned officials and employees forwarded to the Management Division with 92% accuracy within twenty-four (24) hours from receipt.	4	4	4	4	
Non-Routine Communications	Prepare communications for submission to the immediate Supervisor, 90% accurate and complete (CSW), documentation properly noted, with two (2) revisions, and released within ten (10) days upon receipt of the communication.		-	-	-	-	No assigned communications for submission to the Immediate supervisor
Routine Communications	Prepare Memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB-EGSD Monitoring Activities of field employees after 90% accurate verification with the Report, with two (2) revisions which shall follow the prescribed format within two (2) days upon receipt. This also includes queries from employees or private individuals or other office requirements.	Assisted in gathering issues and concerns on MV transactions submitted by end-users of different regions and discussed with the MVIRS – LTMS evaluator team after 92% accurate verifications with the report.	4	4	4	4	

FUNCTIONS (All Other Functions)

			Q ¹	E ²	T ³	A ⁴	REMARKS
Committee/Membership Meetings	90% Participation in the Meetings conducted as members of the CART and other Committees.	95% Participated in eight (8) Meetings conducted as a member of the LTMS MVIRS Team. Pre-inspected (4) and Post-inspected (2) infra projects for repairs as a member of Team C on the Infra Inspection Team	4	4	4	4	
Receipt and Relay of Messages (voice or text) to the official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	Six (6) important information/data were noted and relayed accurately and courteously within one (1) hour upon receipt.	4	4	4	4	
Attend Various Actual and Virtual Training / Seminars / Conference / Meetings and Prepare required Reports/Output	Attend various actual and virtual training/seminars/conference/meetings conducted by the Office, other Government Agencies, and Private Sectors and prepares required report/output with 90% accuracy.		-	-	-	-	Two (2) scheduled seminars were canceled due to a review of LTMS MVIRS issues and concerns.
TOTAL OVER-ALL RATING			40/10				
Core Functions			Ave	%	Rating		
Support Functions			4	60	2.4		
FINAL AVERAGE RATING			4	40	1.6		
ADJECTIVAL RATING			4				
			VERY SATISFACTORY				
Comments and Recommendations for Development Purposes:							
Discussed with:		Date:	Assessed by:		Date: 7/24/2024	Final Ranking by: Date:	
 Ronaldo M. Arcus Employee			 Marcelina C. Hugo Head of Section			 Emerita O. Soliven Head of Division	
Legend: (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							