

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARITTES N. RATERTA**, of the **Plate Unit, Property Section, Division of Administration** 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 **JANUARY 2022 to JUNE, 2022**

M. Raterta
MARITTES N. RATERTA
Ratee

Date : **February 23, 2023**





Reviewed by :	Date	Approved by :	Date
<i>Maria Clarissa G. Ossimer</i> MARIA CLARISSA G. OSSIMER OIC, Property Section Immediate Supervisor	<i>2/23/23</i>	<i>Engr. Roberto S. SE</i> ENGR. ROBERTO S. SE Chief, Administrative Division Division Chief	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
PREPARE INSPECTION & ACCEPTANCE REPORT FOR ALL DELIVERED PLATE-RELATED SUPPLIES.	Prepares Inspection and Acceptance Report for all delivered plate-related supplies with 80% completeness.	Prepared 25 pcs. of Inspection and Acceptance Report for all delivered plate-related supplies within the period of January to June 2022 with 98% completeness.	4	5	5	4.7	
PREPARE WEEKLY & MONTHLY STATUS REPORT FOR ALL DELIVERED RAW PLATE- RELATED SUPPLIES	Prepares weekly and monthly status report for all delivered raw plate-related supplies with 80% accuracy.	Monitored, encoded, recorded and filed weekly and monthly status (January to June 2022) of the deliverables for the procurement of Supplier with 95% accuracy. Encoded monthly report of 150 pcs. Bill of Lading for Front Cargo Forwarding Inc. with 100% accuracy.	5 5	5 5	5 5	5 5	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION							
PREPARE CORRENDENCES FOR PLATE UNIT	Types, prepares, collates various reports. Facilitate communications within an office with 80% accuracy.	Typed, prepared and collated various reports, briefing memoranda, letters and other correspondece with 95% accuracy.	4	5	4	4.3	
PREPARE DISBURSEMENT VOUCHERS	Prepares Disbursement Vouchers and its necessary documents to be submitted to Accounting Section with 85% completeness.	Prepared 30 pieces of Disbursement Voucher and its necessary attached documents to be submitted to Accounting Section with 97% completeness.	5	5	4	4.7	
SUPPORT FUNCTION							
CERTIFICATION PREPARATION	Prepares certification for protocol plates as per request of judges for their retirement purposes with 90% accuracy	Prepared 40 pcs. Certification for protocol plates requested by judges for their retirement purposes with 98 % accuracy.	5	5	4	4.7	
FINAL AVERAGE RATING			4.7	5	4.5	4.73	

VERY SATISFACTORY

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 MARITTES N. RATERTA Employee	02.23.2023	I certify that I discussed my assessment of the performance with the employee. employee.  MARIA CLARISSA G. OGSIMER Off. Property Section		 ENGR. ROBERTO S. SE Chief, Administrative Divison	

Legend: 1- Quality 2 - Efficiency 3 - Timeliness 4- Average