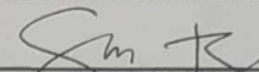
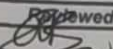
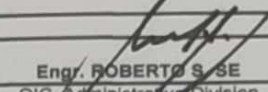
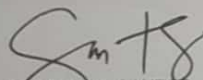
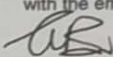
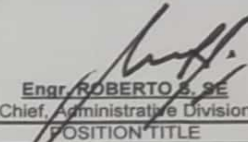


# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, Mhariella Santos, Administrative Aide VI, Human Resource Development Section, Administrative 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 2022

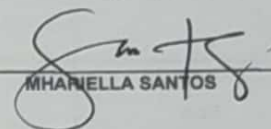
  
**MHARIELLA SANTOS**  
 Employee

Reviewed by :  <b>MARIA AGNES M. BAÑARES</b> Chief, Human Resource Development Section	Date	Approved by :  <b>Engr. ROBERTO S. SE</b> OIC, Administrative Division	Date				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-	Unsatisfactory		
			1	-	Poor		
			Ratings				Remarks
			Q	E	T	A	
MFO 1 Conduct of Intervention as Training Coordinator	100% Interventions with approved budget and complete attachments are implemented according to standards to all employees of LTO Central Office within the prescribe period	98 % Interventions with approved budget and complete attachments are implemented according to standards to all employees of LTO Central Office within the prescribe period	5	5	4.9	4.9666667	
MFO 2 Research and design the training/project profile	100% Training designs are prepared according to standards within ten (10) days before the conduct of training	95 % Training designs are prepared according to standards within ten (10) days before the conduct of training	5	5	4.8	4.9333333	
MFO 3 Preparation of Pre-test and Post-test	100 % questions in the Pre-test and Post-test are drafted according to standards within two (2) days	100 % questions in the Pre-test and Post-test are drafted according to standards within two (2) days	5	4.9	4.8	4.9	
MFO 4 Preparation of all the necessary documents before the conduct of the L&D Interventions	100% necessary documents before the conduct of the L&D Interventions are prepared according to standards within one week	95 % necessary documents before the conduct of the L&D Interventions are prepared according to standards within one week	4.8	4.6	4.5	4.6333333	
MFO 5 Assist in PRIME - HRM	Assist in Evidence Requirement of Learning and Development Interventions Unit	Assisted in Evidence Requirement of Learning and Development Interventions Unit with 95% accuracy	4.8	4.5	4.8	4.7	

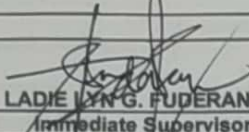
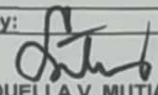
MFO 6	Phone calls answered promptly (not more than 3 rings).	Phone calls answered promptly (not more than 3 rings).					
Answering Phone Calls	Answered an average of 3 or more phone calls in a day with a courteous and receptive, with clear speaking voice, follows protocol in receiving/making calls for superior, information noted, screened and relayed properly and accurately	Answered an average of 3 or more phone calls in a day with a courteous and receptive, with clear speaking voice, follows protocol in receiving/making calls for superior, information noted, screened and relayed properly and accurately	5	5	5	5	
MFO 7	Prepares corresponding document like (Travel Order, Office Order, Endorsement and Letter transmittal to be submitted to other government agencies)	Prepared corresponding document like (Travel Order, Office Order, Endorsement and Letter transmittal) to be submitted to other government agencies with 100% Accuracy	4.8	5	5	4.9333333	
MFO 8	Filing of Documents of HRD Section	Filed Documents of HRD Section with 95% accuracy	4.9	5	4.8	4.9	
MFO 9	Prepares Purchase Request (PR) of L&D Unit	Prepared Purchase Request (PR) of L&D Unit with 100% Accuracy	5	5	5	5	
MFO 10	Prepares corresponding documents for Official Travel Abroad of LTO employees	Prepared corresponding documents for Official Travel Abroad of LTO employees with 98% Accuracy	5	5	4.9	4.9666667	
			4.9	4.9	4.9	4.89	
<b>Adjectival Rating</b>			<b>Very Satisfactory</b>				
Comments and Recommendation for Development Purposes:							
Discussed with:	Date:	Assessed by:	Date:	Final Ranking by:	Date:		
 <b>MHARIELLA SANTOS</b> ADMINISTRATIVE AIDE VI (CLERK III) EMPLOYEE		I Certify that I discussed my assessment of the performance with the employee  <b>MARIA AGNES M. BAÑARES</b> Chief, Human Resource Development Section POSITION TITLE		 <b>Engr. ROBERTO S. SE</b> Chief, Administrative Division POSITION TITLE			

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Mhariella Santos**, Administrative Aide VI, Human Resource Development Section, Administrative 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 **August - December 2022**

  
MHARIELLA SANTOS

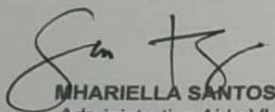
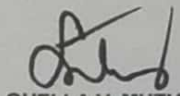
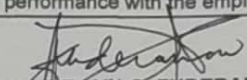
Date: \_\_\_\_\_

Reviewed by:	Date:	Approved by:	Date:
 LADIE LYN G. FUDERANAN Immediate Supervisor		 LOUELLA V. MUTIA Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
<b>Strategic Priority:</b>							
<b>Evidence Requirement in PRIME - HRM</b>	Generate Evidence Requirement of Learning and Development Interventions Unit with no error in accordance with the prescribed timeline	Generated Evidence Requirement of Learning and Development Interventions Unit with no error in accordance with the prescribed timeline	4	-	4	4	
<b>Core Function:</b>							
<b>Invitations to International Commitments are evaluated and endorsed to concerned Offices</b>	100% Invitations are evaluated and endorsed to the concerned offices within one week upon received	90% Invitations were evaluated and endorsed to the concerned offices within one week upon received	5	4	5	4.67	
<b>Preparation of corresponding documents for nomination to International Commitments of LTO Employees</b>	Prepares 100% corresponding documents for nomination to International Commitment of LTO Employees with no error in accordance to the prescribed period	Prepared 100% corresponding documents for nomination to International Commitment of LTO Employees with 1-2 error in accordance to the prescribed period	4	5	5	4.67	
<b>Scholarships are endorsed to concerned Offices</b>	100% Scholarship received are endorse to concerned offices in accordance to the prescribed timeline	90 % Scholarship received were endorsed to concerned offices in accordance to the prescribed timeline	4	4	5	4.33	
<b>Preparation of corresponding documents for Scholarship Application of LTO Employees</b>	Prepares corresponding documents for Scholarship Application of LTO Employees with no error in accordance to the prescribed period	Prepared corresponding documents for Scholarship Application of LTO Employees with 1-2 error in accordance to the prescribed period	4	4	5	4.33	
<b>Transmitting of documents to DOTr and other government Agencies</b>	All documents transmitted to DOTr and other government agencies with no error within the prescribed timeline	All documents were transmitted to DOTr and other government agencies with 1-2 error within the prescribed timeline	4	4	4	4.00	

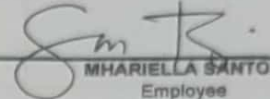



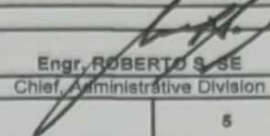
Conduct of Intervention as Training Coordinator	100% Interventions with approved budget and complete attachments are implemented according to standards to all employees of LTO Central Office within the prescribed period	98 % Interventions with approved budget and complete attachments were implemented according to standards to all employees of LTO Central Office within the prescribed period	5	4	5	4.67	
Research and design the training/project profile	100% Training designs are prepared according to standards within ten (10) days before the conduct of training	95 % Training designs were prepared according to standards within ten (10) days before the conduct of training	5	4	5	4.67	
Preparation of Pre-test and Post-test	100 % questions in the Pre-test and Post-test are drafted according to standards within two (2) days	100 % questions in the Pre-test and Post-test were drafted according to standards within two (2) days	5	5	5	5	
Preparation of all the necessary documents before the conduct of the L&D Interventions	100% necessary documents before the conduct of the L&D Interventions are prepared according to standards within one week	95 % necessary documents before the conduct of the L&D Interventions were prepared according to standards within one week	5	4	5	4.67	
Preparation of Annual Training Plan for the CY 2023	100 % Proposed ATP 2023 per division with complete attachments are consolidated and prepared according to standards within one week	95 % Proposed ATP 2023 per division with complete attachments are consolidated and prepared according to standards within one week	5	4	5	4.67	
Prepares corresponding document like such as Travel Order, Office Order, Endorsement and Letter transmittal	Prepares 100% corresponding document such as Travel Order, Office Order, Endorsement and Letter transmittal with no error upon receipt of the recommendation and invitation letter	Prepared 100% corresponding document such as Travel Order, Office Order, Endorsement and Letter transmittal with 1-2 errors upon receipt of the recommendation and invitation letter	4	5	5	4.67	
Prepares Purchase Request (PR) of L&D Unit	Prepares all Purchase Request (PR) of L&D Unit with 100% within one week	Prepared all Purchase Request (PR) of L&D Unit with 100% Accuracy within one week	5	5	5	5	
Prepares corresponding documents for Official Travel Abroad of LTO employees	Prepares 100% corresponding documents for Official Travel Abroad of LTO employees with no error upon receipt of approved nomination	Prepared 100% corresponding documents for Official Travel Abroad of LTO employees with no error upon receipt of approved nomination	5	5	5	5	
Support Function:							
Answering Phone Calls	Phone calls answered promptly (not more than 3 rings).  Answered an average of 3 or more phone calls in a day with a courteous and receptive, with clear speaking voice, follows protocol in receiving/making calls for superior, information noted, screened and relayed properly and accurately	Phone calls were answered promptly (not more than 3 rings).  Answered an average of 3 or more phone calls in a day with a courteous and receptive, with clear speaking voice, follows protocol in receiving/making calls for superior, information noted, screened and relayed properly and accurately	5	5	5	5	

Answering Emails	Answered an average of 3 or more emails in a day with a clear and concised information	Answered an average of 3 or more emails in a day with a clear and concised information	5	5	5	5	
Filing of Documents of HRD Section	Filing of Documents of HRD Section with 100% accuracy within the prescribed period	Filed Documents of HRD Section with 95% accuracy within the prescribed period	5	-	5	5	
Final Average Rating						4.67	
Adjectival Rating						Very Satisfactory	
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Ranking by	Date		
 <b>MHARIELLA SANTOS</b> Administrative Aide VI Employee		I certify that I discussed my assessment of the performance with the employee.		 <b>LOUELLA V. MUTIA</b> OIC, Administrative Division Head of Division			
		 <b>LADIE LYN G. FUDERANAN</b> OIC, Human Resource Development Section Immediate Supervisor					

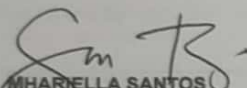
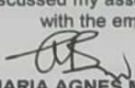

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Mhariella Santos, Administrative Aide VI, Human Resource Development Section, Administrative 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 November - December 2021

  
**MHARIELLA SANTOS**  
 Employee

Reviewed by :	Date	Approved by :	Date				
 MARIA AGNES M. BAÑARES Chief, Human Resource Development Section		 Engr. ROBERTO S. SE Chief, Administrative Division					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-	Unsatisfactory		
			1	-	Poor		
		Ratings				Remarks	
Q	E	T	A				
MFO 1 Conduct of Intervention as Training Coordinator	100% Interventions with approved budget and complete attachments are implemented according to standards to all employees of LTO Central Office within the prescribe period	98 % Interventions with approved budget and complete attachments are implemented according to standards to all employees of LTO Central Office within the prescribe period	5	5	4	4.6666667	
MFO 2 Research and design the training/project profile	100% Training designs are prepared according to standards within ten (10) days before the conduct of training	95 % Training designs are prepared according to standards within ten (10) days before the conduct of training	4.5	4.5	4.5	4.5	
MFO 3 Preparation of Pre-test and Post-test	100 % questions in the Pre-test and Post-test are drafted according to standards within two (2) days	100 % questions in the Pre-test and Post-test are drafted according to standards within two (2) days	5	4.6	5	4.8666667	
MFO 4 Preparation of all the necessary documents before the conduct of the L&D Interventions	100% necessary documents before the conduct of the L&D Interventions are prepared according to standards within one week	95 % necessary documents before the conduct of the L&D Interventions are prepared according to standards within one week	5	4.8	4.6	4.8	
MFO 5 Preparation of Annual Training Plan for the CY 2022	100 % Proposed ATP 2023 per division with complete attachments are consolidated and prepared according to standards within one week	95 % Proposed ATP 2022 per division with complete attachments are consolidated and prepared according to standards within one week	4.8	4.5	4.5	4.6	



MFO 6	Phone calls answered promptly (not more than 3 rings).	Phone calls answered promptly (not more than 3 rings).					
Answering Phone Calls	Answered an average of 3 or more phone calls in a day with a courteous and receptive, with clear speaking voice, follows protocol in receiving/making calls for superior, information noted, screened and relayed properly and accurately	Answered an average of 3 or more phone calls in a day with a courteous and receptive, with clear speaking voice, follows protocol in receiving/making calls for superior, information noted, screened and relayed properly and accurately	5	5	5	5	
MFO 7	Prepares corresponding document like (Travel Order, Office Order, Endorsement and Letter transmittal) to be submitted to other government agencies)	Prepared corresponding document like (Travel Order, Office Order, Endorsement and Letter transmittal) to be submitted to other government agencies with 95% Accuracy	4.8	5	5	4.9333333	
MFO 8	Filing of Documents of HRD Section	Filed Documents of HRD Section with 95% accuracy	4.9	5	4.8	4.9	
MFO 9	Prepares Purchase Request (PR) of L&D Unit	Prepared Purchase Request (PR) of L&D Unit with 100% Accuracy	5	5	5	5	
MFO 10	Assist in PRIME - HRM	Assisted in Evidence Requirement of Learning and Development Interventions Unit	4.8	4.5	4.8	4.7	
MFO 11	Prepares Official Travel Abroad of LTO employees	Prepared Official Travel Abroad of LTO employees with 98% Accuracy	5	5	4.9	4.9666667	
			4.9	4.8	4.7	4.81	
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes:							
Discussed with:	Date:	Assessed by:	Date:	Final Ranking by:	Date:		
 <b>MARIA AGNES M. BAÑARES</b> ADMINISTRATIVE AIDE VI (CLERK III) EMPLOYEE		I Certify that I discussed my assessment of the performance with the employee  <b>MARIA AGNES M. BAÑARES</b> Chief, Human Resource Development Section POSITION TITLE		 <b>Engr. ROBERTO S. SE</b> Chief, Administrative Division POSITION TITLE			