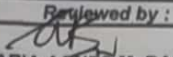
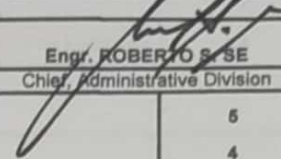

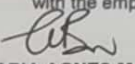
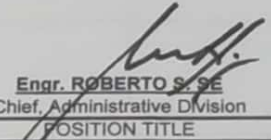


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

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 January - June 2022


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	4.9	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 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 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	
MFO 7 Prepares corresponding document like (Travel Order, Office Order, Endorsement and Letter transmittal to be submitted to other government agencies)	Prepares corresponding document like (Travel Order, Office Order, Endorsement and Letter transmittal) to be submitted to other government agencies with 100% Accuracy	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	Filing of Documents of HRD Section with 100% accuracy	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	Prepares Purchase Request (PR) of L&D Unit with 100% Accuracy	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	Prepares corresponding documents for Official Travel Abroad of LTO employees with 100% Accuracy	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	
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes:							
Discussed with:	Date:	Assessed by:	Date:	Final Ranking by:	Date:		
 MHARIELLA SANTOS ADMINISTRATIVE AIDE VI (CLERK III) EMPLOYEE		I Certify that I discussed my assessment of the performance with the employee  MARIA AGNES M. BAÑARES Chief, Human Resource Development Section POSITION TITLE		 Engr. ROBERTO S. SE Chief, Administrative Division POSITION TITLE			