

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RICHARD M. CORTEZ**, of the **License Section, Operations 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 1 TO JUNE 30, 2022**.

RICHARD M. CORTEZ

Ratee
03/08/23

Date:

Reviewed by:	Date	Approved:	Date			
		DANILO L. ENCELA				
		Immediate Supervisor				
Output	Success Factor (Target + Measure)	Actual Accomplishment	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor			
			Rating			
			Q	E	T	A
Strategic Priority						
Output 1						
OPERATION MANAGEMENT AND POLICY FORMULATION	Supervision In Operational Standards and Development of Policies 100% availability of resources, grammatical rules accuracy, submit within the timeline given by the Chief	Full time supervision of operation of the license section, prepared operational standards/ guidelines, developed/reviewed policies for the improvement of Licensing Submitted on time or 2 to 3 days before the deadline given by the Chief	5	5	5	5
Output 2						
FINALIZE CORRESPONDENCES	Preparation of communications Prepares/reviews communication pert- aining to registration, licensing and other matters assigned from time to time. 100% availability of resources, grammatical rules accuracy, submit within the timeline given by the Chief.	Prepared/reviewed communication pertaining to licensing and other subject matters assigned from time to time. Submitted on time or 2 to 3 days before the deadline given by the Chief.	5	5	4	4.67

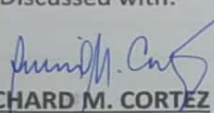
Output 3 SUPPORT TO MANAGEMENT OF OPERATION IN CUSTOMER ASSISTANCE	Customer Assistance Attends to queries and extends assistance to public related to LTO guidelines & policies Prompt action and client satisfaction						
Output 4 PROCESSING IN THE CREATION OR TRANSFER OF LTO OFFICES	SITE INSPECTION ON LOCATION, PREPARATION OF EVALUATION, RECOMMENDATION AND RESOLUTION AMONG OTHER DOCUMENTS REQUIRED 100% no typo-errors, accuracy of data and grammar, and prepare within the time-line.						
Final Average Rating							
Adjectival Rating							

Discussed with:

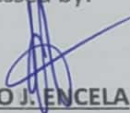
Date

Assessed by:

Date


RICHARD M. CORTEZ
Employee

03.08.23


DANILO J. ENCELA
Head of Division

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