## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

EDITA T. PAPA, 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 JULY 2022 to OCTOBER 16, 2022

								EDITAT. Ratee	NEW PARA PAPA 12013
Reviewed by :		Date	Approved by	:					Date
MARIA CLARISSA G. OĞSIN OIC, Property Section Immediate Supervisor	ИER	1/2/27		ENGR ROBERTOS. SE Chief Administrative Division Division Chief					
inine grate Supervisor				Division chief					
MFO/PAP	M F O / P A P Success Indicator (Target + Measure)			Actual Accomplishments		Ratings			Remarks
		(raiger i iricasari				E	T	A	
CORE FUNCTION:									
Prepare monthly reports for MV/MC Plates for submission to Finance Division and COA	Prepares monthly reports for MV/MC Plates for submission to Finance Division and COA with 95% accuracy.			Prepared monthly reports for MV/MC Plates for submission to Finance Division and COA with 98% accuracy.	5	5	5	4.7	
Pepare monthly monitoring report for Freight Forwarding	Prepares monthly monitoring report for Freight Forwarding with 90% accuracy.			Prepared monthly monitoring report for Freight Forwarding with 95% accuracy.	5	4	4	4.7	
Prepare Bills of Lading, Security	Prepares Bills	s of Ladings, Security F	Passes	Prepared Bills of Ladings, Security Passes					
Passes, RIS of MV and MC Plates	of MV & MC	Plates with 95% comp	leteness.	of MV & MC Plates with 100% completeness.	5	4	4	4.7	

MFO/PAP	Success Indicator	A state of the second control of the second		True!	tings	4	Remarks
WITOTTAT	(Target + Measure)	Actual Accomplishments	Q	E	T	A	Kemarka
CORE FUNCTION:							
Prepare Requisition and Issue Slip of MV/MC Plates, RFID Stickers & Thermal Transfer Ribbon	Prepares Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 95% accuracy.	Prepared Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 98% accuracy.	5	5	4	4.7	
Maintain the index for MV /MC Blank Plates, RFID Stickers & Thermal Transfer Ribbon	Maintains the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 95% efficiency.	Maintained the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 98% efficiency.	5	5	5	4.7	
valuate Documents	Evaluates supporting papers & maintain index cards of Protocol & Diplomatic Plates with 90% accuracy.	Evaluated supporting papers & maintained index cards of Protocol & Diplomatic Plates with 95% accuracy.	5	4	4	4.7	
UPPORT FUNCTION							
repare & Assists the Inventory of V/MC Blank Plates, Thermal ransfer Ribbon & RFID Stickers	Prepares & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 95% efficiency.	Prepared and Assisted the Inventories of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 98% efficiency.	5	5	4	4.7	
NAL AVERAGE RATING			35	32	30	33	
			5	4.6	4.3	4.7	



Discussed with:	Date	Assessed by	Date	Final Ranking by	Date
PETA SAPALLE MAN EDITA T. PAPA Employee		of the performance with the employee.	2/2/24	ENGR ROBERTO S SE Chief Administrative Division	
nd: 1- Quality 2 - Efficiency	3 - Time	neliness 4- Average			

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) EDITA T. PAPA, 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 OCTOBER 17, 2022 to DECEMBER, 2022 EDITAT. PAPA Ratee Date 02/23/2013 Date Reviewed by: Date Approved by: MARIA CLARISSA G LOUELLA V. MUTIA OIC, Administrative Division Immediate Supervisor **Division Chief** Ratings **Success Indicator** Remarks MFO/PAP **Actual Accomplishments** (Target + Measure) A **CORE FUNCTION:** 5 5 4.7 5 Prepare monthly reports for MV/MC Prepares monthly reports for MV/MC Plates Prepared monthly reports for MV/MC Plates for submission to Finance Division and COA for submission to Finance Division and COA Plates for submission to Finance with 95% accuracy. with 98% accuracy. Division and COA Prepared monthly monitoring report for 4.7 Prepares monthly monitoring report for 4 Prepare monthly monitoring report Freight Forwarding with 95% accuracy. for Freight Forwarding Freight Forwarding with 90% accuracy. Prepared Bills of Ladings, Security Passes Prepares Bills of Ladings, Security Passes Prepare Bills of Lading, Security of MV & MC Plates with 100% completeness. 5 4.7 Passes, RIS of MV and MC of MV & MC Plates with 95% completeness. 4 Plates

MFO/PAP	Success Indicator	Actual Accomplishments		Rati	ngs	Remarks	
WITOFFAT	(Target + Measure)			E	T	A	Remarks
CORE FUNCTION:						_	
Prepare Requisition and Issue Slip of MV/MC Plates, RFID Stickers & Thermal Transfer Ribbon	Prepares Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 95% accuracy.	Prepared Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 98% accuracy.	5	5	4	4.:	,
Maintain the index for MV /MC Blank Plates, RFID Stickers & Thermal Transfer Ribbon	Maintains the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 95% efficiency.	Maintained the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 98% efficiency.	5	5	5	4.	7
Evaluate Documents	Evaluates supporting papers & maintain index cards of Protocol & Diplomatic Plates with 90% accuracy.	Evaluated supporting papers & maintained index cards of Protocol & Diplomatic Plates with 95% accuracy.	5	4	4	4	.7
SUPPORT FUNCTION					_		
Prepare & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers	Prepares & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 95% efficiency.	Prepared and Assisted the Inventories of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 98% efficiency.	5	5	4	4	1.7
FINAL AVERAGE RATING			3:				33
			5	5 4	.6	4.3	4.7
			•	NEWN 1	CATIC	FACT	okh



Discussed with:	Date	Assessed by	Date	fi 10 11 1	
Employee	02/23/2023	of the performance with the employee. employee.	N W V-71	Final Ranking by  LOUELLA V. MUTIA  OIC, Administrative Division	Dat
d: 1- Quality 2 - Efficiency	3 - Tin	neliness 4- Average			