

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, RAFAEL M. ILAOG JR. of MID - Records Section, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY 2022 TO DECEMBER 2022

RAFAEL M. ILAOG JR.


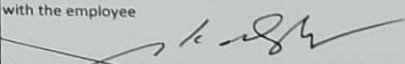

Ratee

Date: February 27, 2023

Reviewed by:	Date	Approved by:	Date	
<u>MA. PERPETUA FELICIDAD R. UBALDO</u> OIC, MID - Records Section	February 27, 2023	<u>CLAUDIO B. BONSOL JR</u> Acting Chief, Management Information Division	February 27, 2023	
MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING	REMARKS
			Q <sup>1</sup> E <sup>2</sup> T A <sup>4</sup>	
<b>STRATEGIC PRIORITY</b>				
Assistance to Walk-in Clients/ OFFICER OF THE DAY	Assist clients promptly with courtesy and respect, listen attentively to complaints and queries, refer clients to proper offices/persons within an hour upon arrival in the office	Assist clients within an hour upon arrival in the office.	5	5 5
<b>CORE FUNCTIONS</b>				
Reproduction of official documents	Properly arranged and collated, no missing documents, no necessary wastage in toner and paper, immediately upon instruction	upon instruction by head/supervisor, double checked attachment from any missing file properly arranged and collated	5	4.75 4.9
Receiving /Recording and releasing of documents	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly recorded in the logbook, no error	Documents filed within the prescribed deadlines and retrieved within 2 hours.	5	4.5 4.75
<b>SUPPORT FUNCTION</b>				
Answering phone calls	Courteous and receptive, with clear speaking voice, follows protocol in receiving/marking calls for superior; information noted, screened and relayed properly and accurately.	Phone calls answered promptly (not more than 3 rings.)	4.5	4.5 4.5

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
filing of documents and retrieval of documents	Documents sorted, filed and labelled without error, no missing documents, within the prescribed deadlines, documents retrieved within 2 hours	Documents filed within the prescribed deadlines and retrieved within 2 hours.	4.75		4.75	4.75	
Final Average Rating			47.8				

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
 <b>RAFAEL M. ILAOG JR.</b> Administrative Aide III	February 27, 2023	I certify that I discussed my assessment of the performance with the employee  <b>MA. PERPETUA FELICIDAD R. UBALDO</b> OIC, MID - Records Section	February 27, 2023	 <b>CLAUDIO B. BONSO JR</b> Acting MID	February 27, 2023

Legend:

Rating: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average 5 - Outstanding  
 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory