


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MERCEDITA E. GUTIERREZ** of **Registration Section, Operation 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 to December 2023.

MERCEDITA E. GUTIERREZ

EMPLOYEE

Date:		Approved by :		Date	
February 28, 2023		 DANILO J. ENCELA Immediate Supervisor		3/20/23	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor		
			Ratings Q E T A		Remarks
STRATEGIC PRIORITY					
Office Order No. 2022-270 member of the Vintage Vehicle Registration Act Technical Working Group	Evaluates and formulates appropriate policies in accordance to the existing laws, rules and regulations for vintage vehicles.				
Office Order JMT-2023-037 Assistant Team Leader of the Sub-Committee Registration Team on Zero Backlog	Evaluates all possible and existing factors that affects backlogs in registration issuances and processes.				
CORE FUNCTION					
Approves renewal of Tax Exempt MV's, used imported, rebuilt and used components	Evaluates and approves applications for MV Registration of Tax exempt motor vehicles; Underbond; Under Written commitment , Sec 105, TCCP program and under EO 156.				
			Q	E	T
			A	Remarks	

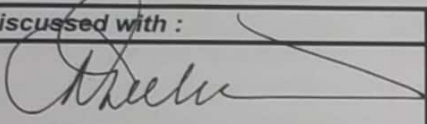

Request for System Update (RSU)	Evaluates and recommends the approval of request for systems update for deletion of motor vehicle details in MAIDRS Facility with no Error based on the accuracy and completeness of the documentary requirements.							
			Q	E	T	A	Remarks	
Communications	<u>Preparations of Routing Communication</u> Drafts letter, endorsements, briefing memoranda, Office Orders and Circulars etc., following the prescribed format, 1-2 revision submitted within five days after.							
			Q	E	T	A	Remarks	
Attends court hearings & prepare Certification/Verification re: Subpoena Duces Tecum	Conducts Research, interviews in order to prepare for the certification/verification required relative to the Subpoena Duces Tecum.							
			Q	E	T	A	Remarks	
SUPERVISION	STAFF SUPERVISION Communicates in a clear, concise manner, discusses program, policies and issues to staff. Enforced policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts if any, supervision based on planned schedules and deadlines; coaching/resolution of conflicts done within a day for minor issues.							
SUPPORT FUNCTION			Q	E	T	A	Remarks	

Operation Center Head Created by
LTO Management

- To monitor & conduct investigation on road crashes.
- Reports daily traffic & vehicle crashes.
- Coordinate reports of daily activities of the LTO Central Offices & Regional offices including events National or Regional significance.
- Receive all other reports emanating from ROOC.

			Q	E	T	A	Remarks
Member of the Execom & Mancom Meeting	Attends Execom & Mancom Meeting						
			Q	E	T	A	Remarks
Perform other tasks as may be assigned by the ASSEC	Attend/represent meetings & programs outside LTO						
Total Over-all Rating							
Final Average Rating							
Adjectival Rating			Very Satisfactory				

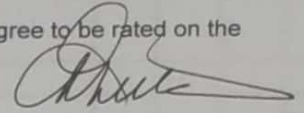
Comments and Recommendation for Development Purposes :

Discussed with :	Date :	Final Ranking by:
 MERCEDITA E. GUTIERREZ Chief, Registration Section	2/28/2022	 DANILO U. ENCELA Chief, Operations Division
Employee		IMMEDIATE SUPERVISOR

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE

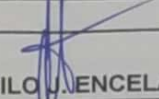
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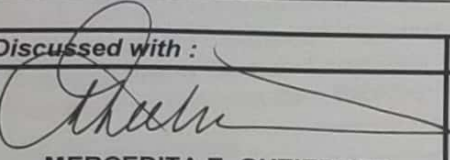

MERCEDITA E. GUTIERREZ

EMPLOYEE

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February 28, 2023	 DANILO J. ENCELA	3/20/23
	Immediate Supervisor	

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Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:					
 MERCEDITA E. GUTIERREZ Chief, Registration Section	2/28/2022	 DANILO J. ENCELA Chief, Operations Division					
Employee		IMMEDIATE SUPERVISOR					
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							