INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I <u>ARNEL P. VELARDE</u> of Supply Unit, Property 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 <u>July 1 to October 16, 2022</u>

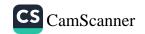
ARNEL P VELARDE

Ratee

02/20/2

Reviewed by :		Date	App	proved L	y:	/	Date
MARIA CLARISSA G OGSIMER OIC, Property Section	2/20/27						
OUTPUT	SUCCESS FACTOR (Target + Measure)	SUCCESS FACTOR ACTUAL ACCOMPLISHMENT		Ratings			
Core Function			Q E T		Remarks		
OUTPUT 1				E	T A	A	
Sign, evaluates verification, and certification	Signs , evaluates verification and certification	Signed , evaluates verification and certification					
request by the public clients	request by the public clients with 100%	request by the public clients with 98%					
	accuracy	accuracy	4	5	5	4.7	
OUTPUT 2							
Sign/ Attend various request of all	Signs/ Attends various request of all	Signed/ Attended various request of all					
Accountable Forms and Driver's License	Accountable Forms and Driver's License	Accountable Forms and Driver's License					
Cards	Cards 100% accuracy	Cards 98% accuracy	4	5	5	4.7	
OUTPUT 3							
Signs & Evaluates Monthly/Annual Reports,	Signs & Evaluates Monthly/Annual Reports.	Signs & Evaluates Monthly/Annual Reports.					
Prepare of Ris/P.Os & inspection	Check/initiates RIS, P.O request for inspection,	Checked/initiated RIS, P.O request for inspection,	4	5	5	4.7	
	etc, for signs of the chief of Property Section	etc, for signs of the chief of Property Section					
	with 100% accuracy	with 100% accuracy					

							Remarks
Supervise/ shipment of Accountable Forms	Supervises/ shipment of Accountable Forms	Supervised/ shipment of Accountable Forms					
and Driver's License Cards nationwide	and Driver's License Cards nationwide	and Driver's License Cards nationwide					
	100% accuracy	100% accuracy	4	5	5	4.7	
Support Function							
OUTPUT 1							
Member of LtO Disposal and Appraisal	Determin and dispose all unserviceable LTO	Determin and dispose all unserviceable LTO					
Committee (unserviceable property and	Central Office motor vehicles, equipment,	Central Office motor vehicles, equipment,					
equipment (LTO DAC)	furniture structures/buildings including waste	furniture structures/buildings including waste					
	materials, with 100% accuracy	materials, with 98% accuracy	4	5	5	4.7	
OUTPUT 2							
Perform other duties per instructions of	Performs other duties per instructions of	Performed other duties per instructions of					
my immediate supervisor	my immediate supervisor with 100% accuracy	my immediate supervisor with 98% accuracy	4	5	5	4.7	
Total Over-all Rating			24	30	30	28	
Final Average Rating			4.0	5.0	5.0	4.7	
Adjectival Rating				Very S			
Comments and Recommendation for Deve	lopment Purposes :						
Discussed with :	Date :	Assessed by:	Date	Final I	Ranking b	v:	Da
	Date :	Assessed by: I certify that I discussed my assessment of the performance with the employee	Date		Ranking b	y: /	Da
Discussed with : Arm ARNEL P. VELARDE	Date :	I certify that I discussed my assessment of the	Date	n	Ranking b	luff.	Da



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I <u>ARNEL P. VELARDE</u> of Supply Unit, Property 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 <u>October 17 to December 31, 2022</u>

RNEL F. VELARDE

Raje

Date: 02/20/23

Reviewed by :		Date	App	proved	Date		
MARIA CLARISSA G OGSIMER OIC, Property Section	2/2m/m						
ОПТРИТ	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	OIC Administrative Division Ratings				
Core Function							Remarks
OUTPUT 1			Q	E	Т	A	
Sign, evaluates verification, and certification	Signs , evaluates verification and certification	Signed , evaluates verification and certification					
request by the public clients	request by the public clients with 100%	request by the public clients with 98%					
	accuracy	accuracy	4	5	5	4.7	
OUTPUT 2							
Sign/ Attend various request of all	Signs/ Attends various request of all	Signed/ Attended various request of all					
Accountable Forms and Driver's License	Accountable Forms and Driver's License	Accountable Forms and Driver's License					
Cards	Cards 100% accuracy	Cards 98% accuracy	4	5	5	4.7	
OUTPUT 3							
Signs & Evaluates Monthly/Annual Reports,	Signs & Evaluates Monthly/Annual Reports.	Signs & Evaluates Monthly/Annual Reports.					
Prepare of Ris/P.Os & inspection	Check/initiates RIS, P.O request for inspection,	Checked/initiated RIS, P.O request for inspection,	4	5	5	4.7	
	etc, for signs of the chief of Property Section	etc, for signs of the chief of Property Section					
	with 100% accuracy	with 100% accuracy					

							Remarks
Supervise/ shipment of Accountable Forms	Supervises/ shipment of Accountable Forms	Supervised/ shipment of Accountable Forms					
and Driver's License Cards nationwide	and Driver's License Cards nationwide	and Driver's License Cards nationwide					
	100% accuracy	100% accuracy	4	5	5	4.7	
Support Function							
appoint unition							
OUTPUT 1							
Member of LtO Disposal and Appraisal	Determin and dispose all unserviceable LTO	Determined and disposed all unserviceable LTO					
Committee (unserviceable property and	Central Office motor vehicles, equipment,	Central Office motor vehicles, equipment,					
equipment (LTO DAC)	furniture structures/buildings including waste	furniture structures/buildings including waste					
	materials, with 100% accuracy	materials, with 98% accuracy	4	5	5	4.7	
OUTPUT 2							
Perform other duties per instructions of	Performs other duties per instructions of	Performed other duties per instructions of					
my immediate supervisor	my immediate supervisor with 100% accuracy	my immediate supervisor with 98% accuracy	4	5	5	4.7	
Total Over-all Rating			24	30	30	28	
Final Average Rating			4.0	5.0	5.0	4.7	
Adjectival Rating				OU	TSTANDIN		
Comments and Recommendation for Devel	lopment Purposes ;						
Discussed with :	Date :	Assessed by:	Date	Final F	Ranking by	v:	Date
	02/20/23	I certify that I discussed my assessment of the performance with the employee	2/25/13				
and		IVI. IC			LOUELLA V.MUTIA Head of Division		
ARNEL P. VELARDE Employee		MARIA CLARISSA G. OGSIMER		1.4	OHELLAN	/ MUTIC	

