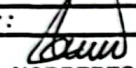
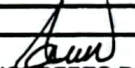



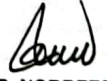

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, DANILO FORTUNATO of the Land Transportation Office, Plate Making Plant, 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 2022.


DANILO FORTUNATO
ADMINISTRATIVE ASSISTANT III

Reviewed by: 	Date	Approved by: 	Date
ENGR. NORBERTO D. ESPINO III Immediate Supervisor		ENGR. NORBERTO D. ESPINO III Head of Division	2/28/23

OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT				
			5	-	Outstanding	
			4	-	Very Satisfactory	
			3	-	Satisfactory	
			2	-	Unsatisfactory	
			1	-	Poor	
CORE FUNCTIONS:			Ratings			Remarks
OUTPUT 1			Q	E	T	A
Maintenance	*Maintains all machines within the Plate Making Plant (PMP) following a Periodic Preventive Maintenance (PPM) schedule with 90% efficiency.	*Maintained all machines within the Plate Making Plant (PMP) following a Periodic Preventive Maintenance (PPM) schedule with 93% efficiency.	4	5	4	4.33
OUTPUT 2			Q	E	T	A
Repairs	*Monitors the necessary repairs / preventive maintenance of PMP Building Facilities eg. Electrical, plumbing, masonry, carpentry with 85% completeness and efficiency.	*Monitored the necessary repairs / preventive maintenance of PMP Building Facilities eg. Electrical, plumbing, masonry, carpentry with 92% completeness and efficiency.	4	4	5	4.33
OUTPUT 3			Q	E	T	A
Monitoring / Maintenance of forklift	Undertakes the preventive maintenance of forklift vehicle with 90% efficiency.	Undertook the preventive maintenance of forklift vehicle with 93% efficiency.	5	4	4	4.33
OUTPUT 4						Remarks
Repair and Cleaning of ACU	Repairs and cleans 6 acu units at various office/area of PMP with 90% completeness and efficiency.	Repaired and cleaned 6 ACU units at various office/area of PMP with 94% completeness.	4	5	4	4.33

OUTPUT 5							Remarks
✓ Job Order / Accomplishment Report	Job Order Request and accomplishment for electrical, plumbing, masonry, & carpentry with 90% efficiency.	Job Order Request and accomplishment for electrical, plumbing, masonry, & carpentry with 92% efficiency.	4	5	4	4.33	
SUPPORT FUNCTION:							
OUTPUT 6							Remarks
Does other duties that may be assigned from time to time	Did other duties that may be assigned from time to time 90%	Did other duties that may be assigned from time to time 95%	5	4	4	4.33	
Total Over-all Rating			26	27	25	26.00	
Final Average			4.33	4.50	4.17	4.33	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date		
 DANILO FORTUNATO Employee	2/28/23	 ENGR. NORBERTO D. ESPINO III Immediate Supervisor		 ENGR. NORBERTO D. ESPINO III Head of Division	02-28-2023		
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							