

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

TARGET FOR THE YEAR 2023

I, ANALEE C. CORBETA 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 2023 TO DECEMBER 2023

*anal ee*  
ANALEE C. CORBETA

Ratee

Date: February 27, 2023

Reviewed by: <i>[Signature]</i>		Date	Approved by: <i>[Signature]</i>		Date		
MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section		February 27, 2023	CLAUDIO B. BONSOL JR Acting Chief, Management Information Division		February 27, 2023		
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>							
Verification of Motor Vehicle	All request are verified through the LTO IT Data base, results printed and released to concerned personnel for preparation of reply, within 4 working hours upon receipt	Printed /Verified Data Prepared information and endorsement					
Validation of verified plate numbers through Land Transportation Management System (LTMS)	All Verified plate numbers are validated through the Land Transportation Management System (LTMS) database.	Validated MV Data within 4 hours upon receipt.					
<b>CORE FUNCTIONS</b>							
replies to email from different government agencies re: verification	Answers email from government agencies	Answered email within 4 working hours upon receipt					
<b>SUPPORT FUNCTION</b>							
Evaluation of all RSUs on Motor Vehicle Registration System (MVRS) from Customer Care STRADCOM prior to implementation in the absence of Dolores Lee	Evaluation of all RSUs is based on MC No. RTD 2011-1518 with complete documentary requirements, recommendation submitted/forwarded to STRADCOM for implementation , no error , within 8 working hours upon receipt	Forwarded to STRADCOM within 8 working hours upon receipt					

OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
Implementation of Approved RSUs on Motor Vehicle Registration System (MVRS) in the asbence of Dolores Lee	RSU implementation is based on MC No. RTD 2011-1518 abd ACL-2009-1139 without error within 8 working hours upon receipt. RSUs with errors shall be returned to Customer Care within 24 hoirs for further action.	RSUs implemented within 8 working hours upon receipt. RSUs returned to Customer Care within 24 hoirs upon receipt.					
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.)					
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.					
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.					
Final Average Rating							

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
<i>analee c. corbeto</i> <b>ANALEE C. CORBETA</b> Administrative Aide VI	February 27, 2023	I certify that I discussed my assessment of the performance with the employee <i>MA. PERPETUA FELICIDAD R. UBALDO</i> <b>MA. PERPETUA FELICIDAD R. UBALDO</b> OIC, MID - Records Section	February 27, 2023	<i>CLAUDIO B. BONOL JR</i> <b>CLAUDIO B. BONOL JR</b> Acting MID	February 27, 2023

Legend:

Rating:

1 - Quality

1 - Poor

2 - Efficiency

2 - Unsatisfactory

3 - Timeliness

3 - Satisfactory

4 - Average

4 - Very Satisfactory

5 - Outstanding

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

TARGET FOR THE YEAR 2023

I, ANALEE C. CORBETA 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 the period JANUARY 2023 TO JUNE 2023

ANALEE C. CORBETA

Ratee

Date: February 27, 2023

Reviewed by: <u>MA. PERPETUA FELICIDAD R. UBALDO</u> OIC, MID - Records Section	Date February 27, 2023	Approved by: <u>CLAUDIO B. BONOL JR</u> Acting Chief, Management Information Division	Date 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>							
Verification of Motor Vehicle	All request are verified through the LTO IT Data base, results printed and released to concerned personnel for preparation of reply, within 4 working hours upon receipt	Printed /Verified Data Prepared information and endorsement					
Validation of verified plate numbers through Land Transportation Management System (LTMS)	All Verified plate numbers are validated through the Land Transportation Management System (LTMS) database.	Validated MV Data within 4 hours upon receipt.					
<b>CORE FUNCTIONS</b>							
replies to email from different government agencies re: verification	Answers email from government agencies	Answered email within 4 working hours upon receipt					
<b>SUPPORT FUNCTION</b>							
Evaluation of all RSUs on Motor Vehicle Registration System (MVRs) from Customer Care STRADCOM prior to implementation in the absence of Dolores Lee	Evaluation of all RSUs is based on MC No. RTD 2011-1518 with complete documentary requirements, recommendation submitted/forwarded to STRADCOM for implementation , no error , within 8 workingf hours upon receipt	Forwarded to STRADCOM within 8 working hours upon receipt					



MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
Implementation of Approved RSUs on Motor Vehicle Registration System (MVRS) in the absence of Dolores Lee	RSU implementation is based on MC No. RTD 2011-1518 and ACL-2009-1139 without error within 8 working hours upon receipt. RSUs with errors shall be returned to Customer Care within 24 hours for further action.	RSUs implemented within 8 working hours upon receipt. RSUs returned to Customer Care within 24 hours upon receipt.					
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.)					
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Final Average Rating							

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
<i>Analee C. Corbetta</i> ANALEE C. CORBETA Administrative Aide VI	February 27, 2023	I certify that I discussed my assessment of the performance with the employee <i>[Signature]</i> <del>MA. PERPETUA FELICIDAD R. UBALDO</del> OIC, MID - Records Section	February 27, 2023	<i>[Signature]</i> CLAUDIO B. BONSON JR Acting MID	February 27, 2023

Legend:

Rating:

1 - Quality

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