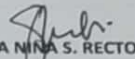
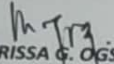
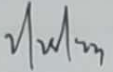



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARIA NINA S. RECTO**, of the Plate Unit, Property Section, Division of Administration 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 01, 2022 to OCTOBER 16, 2022

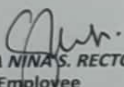
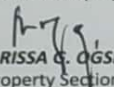

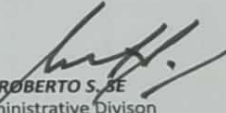

 MARIA NINA S. RECTO
 Ratee
 Date 2/28/2023

Reviewed by :	Date	Approved by :	Date
 MARIA CLARISSA G. OSSIMER OIC, Property Section Immediate Supervisor		 ENGR. ROBERTO S. SE Chief, Administrative Division Division Chief	

MFO/PAP	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
OUTPUT 1	Issues verifications/certification of Special Plates and Stickers with 100% accuracy.	Issued Verifications/Certifications of Special Plates and Stickers with 95%.	5	4	5	4.7	
In-charge for the Issuance of Verification and Certifications of Special Plates and Stickers.							
OUTPUT 2	Receives the surrendered plates from Department of Foreign Affairs with 100%.	Received the surrendered plates from Department of Foreign Affairs with 95% accuracy.	4	5	4	4.33	
Received the surrendered plates from Department of Foreign Affairs.							

MFO / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
SUPPORT FUNCTION:							
OUTPUT 1 Answer all incoming calls and respond to the inquiries of caller.	Answers incoming calls and responds to the inquiries of the inquiries of the callers with 100% accuracy.	Answered incoming calls and responded the inquiries of the callers with 95%.	4	5	4	4.33	
OUTPUT 2 Receive incoming and outgoing documents	Receives incoming and outgoing documents with 85% accuracy.	Received incoming and outgoing documents as instructed by the supervisor with 95%.	4	5	4	4.33	
OUTPUT 3 Sort and file pertinent documents as instructed by the supervisor.	Sorts and files pertinent documents as instructed by the supervisor with 100% accuracy.	Sorted and filed, pertinent documents as instructed by the supervisor with 95% accuracy.	4	5	4	4.3	
FINAL AVERAGE RATING			4.2	4.7	4.2	4.3	

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 MARIA NINA S. RECTO Employee		I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA C. OGSIMER D.C., Property Section		 ENGR. ROBERTO S. SE Chief, Administrative Division	

Legend: 1- Quality

2 - Efficiency

3 - Timeliness

4- Average

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARIA NINA S. RECTO**, of the Plate Unit, Property Section, Division of Administration 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 OCTOBER 17, 2022 to DECEMBER 2022

MARIA NINA S. RECTO

Date

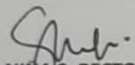
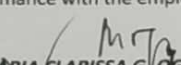

Rated

Reviewed by :	Date	Approved by :	Date
MARIA CLARISSA G. OGSIMER OIC, Property Section Immediate Supervisor	11/17/22	LOUELLA V. MUTIA OIC, Administrative Division Division Chief	

MFO/PAP	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
OUTPUT 1	Issues verifications/certification of Special Plates and Stickers with 100% accuracy.	Issued Verifications/Certifications of Special Plates and Stickers with 95%.	5	4	5	4.7	
In-charge for the issuance of Verification and Certifications of Special Plates and Stickers.							
OUTPUT 2	Receives the surrendered plates from Department of Foreign Affairs with 100%.	Received the surrendered plates from Department of Foreign Affairs with 95% accuracy.	4	5	4	4.33	
Received the surrendered plates from Department of Foreign Affairs.							

MFO/PAP	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
SUPPORT FUNCTION:							
OUTPUT 1 Answer all incoming calls and respond to the inquiries of caller.	Answers incoming calls and responds to the inquiries of the inquiries of the callers with 100% accuracy.	Answered incoming calls and responded the inquiries of the callers with 95%.	4	5	4	4.33	
OUTPUT 2 Receive incoming and outgoing documents	Receives incoming and outgoing documents with 85% accuracy.	Received incoming and outgoing documents as instructed by the supervisor with 95%.	4	5	4	4.33	
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FINAL AVERAGE RATING			4.2	4.7	4.2	4.3	

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 MARIA NINA S. RECTO Employee		I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. OGGIMER OIC, Property Section		LOUELLA V. MUTIA OIC, Administrative Division	

Legend: 1- Quality 2 - Efficiency 3 - Timeliness 4- Average