

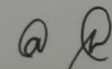

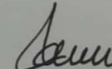


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, EDUARD SHERWIN O. MILANES of the 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 January - June 2022.

EDUARD SHERWIN O. MILANES

RATEE

Reviewed by :	Date:	Approved by :	Date:
 ESTRELLITA P. GUILLEN		 ENGR NORBERTO D. ESPINO III	02 - 28 - 2023
ADMINISTRATIVE ASSISTANT II		HEAD OF OFFICE	
OUTPUTS	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATINGS
*Based on their respective duties and functions as indicated in their Contract.	Determine the type and the number of outputs of the office is mandated to deliver.	Determined the type and number of outputs of the office is mandated to delivered with 95% accuracy.	5 Outstanding 4 Very Satisfactory 3 Satisfactory 2 Unsatisfactory 1 Poor
STRATEGIC PRIORITY			Quality Efficiency Timeliness Average Remarks
FINISHED PLATE INSPECTOR	To check the embossing, foiling and correct of the finish license plates with (2,000) pairs quota.	Checked the embossing, foiled and corrected of the finished license plates with (2,000) pairs quota with 95% accuracy.	4 5 5 4.6667
CORE FUNCTION			Quality Efficiency Timeliness Average Remarks
5S & Trainor	Maintain the cleanliness inside the plant day by day and supervise the newly hire Job Order	Maintained the cleanliness inside the plant day by day and supervised the newly hired Job Order with 95% accuracy.	4 5 5 4.6667
			Quality Efficiency Timeliness Average Remarks
DELIVERY	Double check the number of boxes versus on the Production Order and Delivery Receipt before to deliver to the Plate Unit	Double checked the number of boxes versus on the Production Order and Delivery Receipt before to deliver to the Plate Unit with 99% accuracy	4 5 5 4.6667
SUPPORT FUNCTION			Quality Efficiency Timeliness Average Remarks
OTHER DUTIES ASSIGNED	Check the quality of the foil plates and pack.	Checked the quality of the foiled plates and packed with 99% accuracy	4 4 5 4.3333
Total Over-all Rating			16 19 20 18.333
Final Average Rating			8 9.5 10 4.5833
Adjectival Rating			Very Satisfactory
Comments and Recommendation for Development Purposes :			
Discussed with :	Assessed by :	Final Ranking by :	Date :
 EDUARD SHERWIN MILANES	I certify that I discussed my assessment of the performance with the personnel.  ESTRELLITA P. GUILLEN	 ENGR NORBERTO D. ESPINO III	02 - 28 - 2023
EMPLOYEE	ADMINISTRATIVE ASSISTANT II	HEAD OF OFFICE	