

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JEANETH R. MALABANAN 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 2022 TO DECEMBER 2022

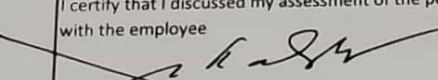

Jeane R. Malaban
JEANETH R. MALABANAN
 Ratee

Date: February 27, 2023

Reviewed by: <i>[Signature]</i>		Date: February 27, 2023	Approved by: <i>[Signature]</i>		Date: February 27, 2023		
MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section			CLAUDIO B. BONSON JR Acting Chief, Management Information Division				
MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
STRATEGIC PRIORITY							
Validates and Liaise on requests for confidential information	Section requires evaluation of the requests with complete secrecy as per Senate, NBI, Ombudsman, AntiMoney Laundering, PNP, PDEA, PNP and/or legal entities	Printed /Verified Data Prepared information and endorsement	5		5	5	
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	5		4.75	4.87	
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.	5		4.5	4.87	
CORE FUNCTIONS							
Attend & comply with Subpoenas submitted to the agency (Duces Tecum/Testificandum as required by the judiciary)	Attend and complied to all Subpoena issued in complete satisfaction	Evaluated, endorsed/attended and complied to all needed information to the complete satisfaction of the Dept. of Justice (DOJ)	4.75		4.75	4.75	

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
Receiving, Recording and Releasing of Documents	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded and updated in the documents tracking system. no error	All documents for receiving/releasing within the day are recorded on the same day.	5		5	5	
SUPPORT FUNCTION							
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.)	5		4.5	4.75	
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.	4.5		4.5	4.5	
Final Average Rating						4.82	

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
JEANETH R. MALABANAN Administrative Aide VI	February 27, 2023	I certify that I discussed my assessment of the performance with the employee  MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section	February 27, 2023	 CLAUDIO B. BONOL JR 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