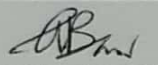
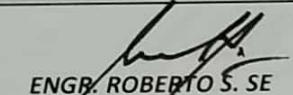


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MERRY CHRIST L. MARASIGAN**, of the **Human Resource Development Section**, Division of **Administrative**, 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 to JUNE 2022**.

MERRY CHRIST L. MARASIGAN
Date _____

| Reviewed by : | Date | Approved by : | Date |
|---|------|---|------|
|  MARIA AGNES M. BAÑARES Chief, Human Resource Development Section Immediate Supervisor | |  ENGR. ROBERTO S. SE Chief, Administrative Division Division Chief | |

| Output | Success Indicator (Target + Measure) | Actual Accomplishments | Ratings | | | | Remarks |
|--------|---|------------------------|---------|---|---|---|---------|
| | | | Q | E | T | A | |

CORE FUNCTION:

| | | | | | | | |
|--|---|---|---|---|---|------|--|
| Contracts of Job Order and Contract of Service Personnel | Prepare Contract, Briefing Memorandum, Memorandum and Obligation Request and Status for budget of Job Order and Contract of Service Personnel within the set deadline with 100% efficiency. | Prepared Contract, Briefing Memorandum, Memorandum and Obligation Request and Status for budget of Job Order and Contract of Service Personnel within the set deadline with 93% efficiency. | 4 | 4 | 4 | 4.00 | |
| HR Assessment Forms of Job Order and Contract of Service Personnel | Receive, evaluate , and assess credentials of recommended Job Order and Contract of Service Personnel with 100% accuracy within the set timeline. | Received, evaluated and assessed credentials of hiring and renewal of Job Order and Contract Service Personnel with 95% accuracy within the set timeline. | 5 | 4 | 4 | 4.33 | |
| Letter of Acceptance for resigning and end of contract employees | Prepare Letter of Acceptance for resigning and end of contract employees within the prescribed deadline with 100% accuracy. | Prepared Letter of Acceptance for resigning and end of contract employees within the prescribed deadline with 100% accuracy. | 5 | 5 | 5 | 5.00 | |
| Certifications of Assumption to Duty | Prepare Certificate of Assumption to duty of the newly hired Job Order and Contract of Service Personnel within the prescribed deadline with 100% percent accuracy and timeliness. | Prepared Certificate of Assumption to duty of the newly hired Job Order and Contract of Service Personnel within the prescribed deadline with 90% accuracy and timeliness. | 4 | 4 | 4 | 4.00 | |


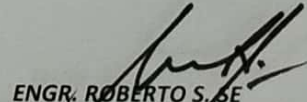
| Output | Success Indicator (Target + Measure) | Actual Accomplishments | Ratings | | | | Remarks |
|--|--|--|---------|---|---|------|---------|
| | | | Q | E | T | A | |
| Monitor and updates list of Job Order and Contract of Service Personnel | Monitor and update list of Job Order and Contract of Service Personnel with 100% accuracy and timeliness. | Monitored and updated list of Job Order and Contract of Service Personnel with 95% accuracy and timeliness. | 4 | 4 | 5 | 4.33 | |
| Checklist of Requirements of newly hired Job Order and Contract of Service Personnel | Receive and accomplish checklist of the needed requirements of all newly hired Job Order and Contract of Service Personnel to be endorsed and submitted to the R&R and 201 files with 100% efficiency. | Received the needed requirements of all newly hired Job Order and Contract of Service Personnel to be endorsed and submitted to the R&R for their 201 files with 98% efficiency. | 4 | 4 | 4 | 4.00 | |

SUPPORT FUNCTION:

| | | | | | | | |
|---------------------------------------|--|---|---|---|---|------|--|
| Routine and Non-Routine Communication | Prepare written communications especially with regard and concern of the Job Order and Contract of Service Personnel with 100% accuracy within the set timeline. | Prepared written communications especially with regard and concern of the Job Order and Contract of Service Personnel with 100% accuracy with the set timeline. | 4 | 4 | 4 | 4.00 | |
| Filing of Documents | Sort and file documents relating to RSP without error and without any missing document and within the set schedule | Sort and filed documents relating to RSP without error and without any missing document and within the set schedule. | 5 | 5 | 5 | 5.00 | |
| Telephone Calls | Answer phone calls with 100% accuracy and timeliness. | Answered phone calls with 100% accuracy and timeliness. | 5 | 5 | 5 | 5.00 | |

| | | | | | | |
|-----------------------------|--|------|------|------|------|--|
| FINAL AVERAGE RATING | | 4.44 | 4.33 | 4.44 | 4.40 | |
|-----------------------------|--|------|------|------|------|--|

| |
|--|
| Comments and Recommendations for Development Purposes |
| |

| Discussed with : | Date | Assessed by | Date | Final Ranking by | Date |
|-------------------------------------|------|---|------|--|------|
| MERRY CHRIST OMARASIGAN Employee | | I certify that I discussed my assessment of the performance with the employee. employee.  MARIA AGNES M. BAÑARES 3. Chief, HRD Section | |  ENGR. ROBERTO S. SE Chief, Administrative Division | |

Legend: 1- Quality 2 - Efficiency 3 - Timeliness 4 - Average
Rating: 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding