


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

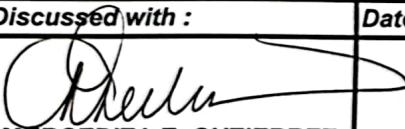

I, **MERCEDITA E. GUTIERREZ** of Registration Section, Operation Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June 2022.

MERCEDITA E. GUTIERREZ

EMPLOYEE

Date:		Approved by :				Date	
February 28, 2023		 DANILO A. ENCELA Immediate Supervisor				3/20/23	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				Remarks
			Ratings				
			Q	E	T	A	
STRATEGIC PRIORITY							
Office Order No. 2022-270 member of the Vintage Vehicle Registration Act Technical Working Group	Evaluates and formulates appropriate policies in accordance to the existing laws, rules and regulations for vintage vehicles.	Evaluated and formulated appropriate policies in accordance to the existing laws, rules and regulations for vintage vehicles.	5	5	4	4.6	
Office Order JMT-2023-037 Assistant Team Leader of the Sub-Committee Registration Team on Zero Backlog	Evaluates all possible and existing factors that affects backlogs in registration issuances and processes.	Evaluated all possible and existing factors that affects backlogs in registration issuances and processes.	4	5	4	4.3	
CORE FUNCTION							
Approves renewal of Tax Exempt MV's, used imported, rebuilt and used components	Evaluates and approves applications for MV Registration of Tax exempt motor vehicles; Underbond; Under Written commitment , Sec 105, TCCP program and under EO 156.	Evaluated and approved applications for MV Registration of Tax exempt motor vehicles; Underbond; Under Written commitment , Sec 105, TCCP program and under EO 156.	5	5	4	4.6	
			Q	E	T	A	Remarks

Request for System Update (RS)	Evaluates and recommends the approval of request for systems update for deletion of motor vehicle details in MAIDRS Facility with no Error based on the accuracy and completeness of the documentary requirements.	Evaluated and recommended the approval of request for systems update for deletion of motor vehicle details in MAIDRS Facility with no Error based on the accuracy and completeness of the documentary requirements.	5	5	4	4.6	
			Q	E	T	A	Remarks
Communications	<u>Preparations of Routing Communication</u> Drafts letter, endorsements, briefing memoranda, Office Orders and Circulars etc., following the prescribed format, 1-2 revision submitted within five days after.	Drafted letter, endorsements, briefing memoranda, Office Orders and Circulars etc., following the prescribed format, 1-2 revision submitted within five days after.	4	5	4	4.3	
			Q	E	T	A	Remarks
Attends court hearings & prepare Certification/Verification re: Subpoena Duces Tecum	Conducts research, interviews in order to prepare for the certification/verification required relative to the Subpoena Duces Tecum.	Conducted research, interviews in order to prepare for the certification/verification required relative to the Subpoena Duces Tecum.	5	5	4	4	
			Q	E	T	A	Remarks
SUPERVISION	STAFF SUPERVISION Communicates in a clear, concise manner, discusses program, policies and issues to staff. Enforced policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts if any, supervision based on planned schedules and deadlines; coaching/resolution of conflicts done within a day for minor issues.	STAFF SUPERVISION Communicated in a clear, concise manner, discusses program, policies and issues to staff. Enforced policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts if any, supervision based on planned schedules and deadlines; coaching/resolution of conflicts done within a day for minor issues.	4	4	4	4.00	
SUPPORT FUNCTION			Q	E	T	A	Remarks

Operation Center Head Created by LTO Management	<ul style="list-style-type: none"> To monitor & conduct investigation on road crashes. Reports daily traffic & vehicle crashes. Coordinate reports of daily activities of the LTO Central Offices & Regional offices including events National or Regional significance. Receive all other reports emanating from ROOC. 	<ul style="list-style-type: none"> Monitored & conducted investigation on road crashes. Reported daily traffic & vehicle crashes. Coordinated reports of daily activities of the LTO Central Offices & Regional offices including events National or Regional significance. Received all other reports emanating from ROOC. 	4	5	4	4.30	
			Q	E	T	A	Remarks
Member of the Execom & Mancom Meeting	Attends Execom & Mancom Meeting	Attended Execom & Mancom Meeting	4	4	4	4.00	
			Q	E	T	A	Remarks
Perform other tasks as may be assigned by the ASSEC	Attend/represent meetings & programs outside LTO	Attended /represented meetings & programs outside LTO	4	5	5	4.60	
Total Over-all Rating			44	48	41	43.30	
Final Average Rating			4.4	4.8	4.1	4.33	
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Final Ranking by:					
 MERCEDITA E. GUTIERREZ Chief, Registration Section	2/28/2023	 DANILO J. ENCELA Chief, Operations Division					
Employee		IMMEDIATE SUPERVISOR					
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							