

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARIA LUISA D. GASPI** of the License Section-Operations 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 July to December 2022

**MARIA LUISA D. GASPI**

SI, TDO

<b>Reviewed by :</b>	<b>Date</b>	<b>Approved by :</b>	<b>Date</b>
<b>RICHARD M. CORTEZ</b>	February 23, 2023	<b>DANILO WENCELA</b>	2-28-23
Immediate Supervisor		Chief, Operation Division	

  

OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				Remarks
			Ratings				
STRATEGIC PRIORITY			Q	E	T	A	
<b>OUTPUT 1</b>							
<b>Evaluation Process for Underage and Double License Case</b>  <u>Evaluation of Driver's License Application for Underage and Double license Case</u> *Receives and evaluates application for underage and double license cases Quality: -100 % complete attached documents -100 % accurate as to licensing rules & regulations to evaluate within (2-3) minutes	<u>Evaluation of Driver's License Application for Underage and Double license Case</u> *Received and evaluates application for underage and double license cases Quality: -100 % complete attached documents -100 % accurate as to licensing rules & regulations actual quantity is <u>224</u>	5	5	5	5.00		
<b>OUTPUT 2</b>							
<b>Processing Request for System Update (RSU) for Underage and Double License Cases</b>  *Verifies records and prepares cancellation letter for underage cases Quality: -100 % accurate confirmation of records and no error in printing og cancellation of letters -Verify records and letter typed within (1-2) mins	*Verified records and prepared cancellation letter for underage cases Quality: -100 % accurate in confirmation of records and no error in printing og cancellation of letters -Verify records and letter typed within (1-2) mins	5	4	5	4.67		

OUTPUT 3			Q	E	T	A	Remarks
Records and Disposal	*Prepares requests and monitors inventory of license cards, accountable forms, office supplies and equipment Quality: -100 % determination for specs, stock level	*Prepared requests and monitors inventory of license cards, accountable forms, office supplies and equipment Quality: -100 % determination for specs, stock level	5	4	5	4.67	
OUTPUT 4			Q	E	T	A	Remarks
Preparation of Report of Inventories	*Prepares requests and monitors inventory of license cards, accountable forms, office supplies and equipment Quality: -100 % determination for specs, stock level	*Prepared report of inventories of license cards, accountable forms, office supplies and equipments	5	5	5	5.00	
Total Over-all Rating			20	18	20	19.33	
Final Average Rating			5.00	4.5	5.00	4.83	
Adjectival Rating			Very Satisfactory				
Discussed with :	Date :	Assessed by:	Final Ranking by:		Date		
MARIA LUISA D. GASPI Sr. TDO Employee	February 23, 2023	RICHARD M. CORTEZ Chief, License Section Head of Section	DANILO J. ENCELA Chief, Operation Division Head of Agency		2-28-23		

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE