

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, NIVETTE AMBER M. PASTORITE of Plate Unit, Administrative 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 October 16, 2022

NIVETTE AMBER M. PASTORITE
Administrative Officer - V

Reviewed by :

Date

Approved by :

Date

MARIA CLARISSA C. OGSIMER
Immediate Supervisor

7/17/22

ENGR. ROBERTO S. SE
Head of Office

OUTPUT

SUCCESS FACTOR
(Target + Measure)

ACTUAL ACCOMPLISHMENT

5.00 - Outstanding
4.00 - Very Satisfactory
3.00 - Satisfactory
2.00 - Unsatisfactory
1.00 - Poor

Ratings

Remarks

CORE FUNCTIONS

OUTPUT 1

Direct and control functions, activities, and operations of the Plate Unit related to procurement, storage, custody and distribution of license plates with supervision if the Immediate Supervisor.

Directs and controls functions, activities, and operations of the Plate Unit related to procurement, storage, custody and distribution of license plates with supervision if the Immediate Supervisor with 85% efficiency

Directed and controlled functions, activities, and operations of the Plate Unit related to procurement, storage, custody and distribution of license plates with supervision if the Immediate Supervisor with 95% efficiency

Q	E	T	A	Remarks
5.0	4.0	4.0	4.3	

OUTPUT 2

Act as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section

Acts as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section with 90% efficiency

Acted as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section with 95% efficiency

Q	E	T	A	Remarks
4.0	4.0	5.0	4.3	

OUTPUT 3

Prepare the plans and programs for the supplies needed by the Plate Unit

Prepares the plans and programs for the supplies needed by the Plate Unit with 85% efficiency

Prepared the plans and programs for the supplies needed by the Plate Unit with 92% efficiency

Q	E	T	A	Remarks
4.0	5.0	4.0	4.3	

OUTPUT 4

Prepare memoranda/circulars relative to plate concerns

Prepares memoranda/circulars relative to plate concerns with 85% efficiency

Prepares memoranda/circulars relative to plate concerns with 85% efficiency

Q	E	T	A	Remarks
4.0	4.0	4.0	4.0	

OUTPUT 5			Q	E	T	A	Remarks
Initiate internal control program in the custody and disposition of supplies and materials and other non-expendable property related to Plate Unit	Initiates internal control program in the custody and disposition of supplies and materials and other non-expendable property related to Plate Unit with 85% efficiency	Initiated internal control program in the custody and disposition of supplies and materials and other non-expendable property related to Plate Unit with 93% efficiency	4.0	4.0	3.0	3.7	
STRATEGIC FUNCTIONS							
OUTPUT 6			Q	E	T	A	Remarks
Advise the Head of Office on matters related to supply and property activities of the Office	Advises the Head of Office on matters related to supply and property activities of the Office with 85% efficiency	Advised the Head of Office on matters related to supply and property activities of the Office with 97% efficiency	5.0	4.0	5.0	4.7	
OUTPUT 7			Q	E	T	A	Remarks
Formulate, plan, and program policies for an effective property management	Formulates, plans, and program policies for an effective property management with 85% efficiency	Formulated, planned, and programmed policies for an effective property management with 91% efficiency	5.0	5.0	4.0	4.7	
OUTPUT 8			Q	E	T	A	Remarks
Initiate the activities related related to emergency purchases and canvass materials in coordination with the Committee on Bids and Awards	Initiates the activities related related to emergency purchases and canvass materials in coordination with the Committee on Bids and Awards with 85% efficiency	Initiated the activities related related to emergency purchases and canvass materials in coordination with the Committee on Bids and Awards with 87% efficiency	5.0	5.0	4.0	4.7	
SUPPORT FUNCTIONS							
OUTPUT 9			Q	E	T	A	Remarks
Confer with proper authorities on personnel and other administrative matters	Confers with proper authorities on personnel and other administrative matters with necessary supporting records	Conferred with proper authorities on personnel and other administrative matters with necessary supporting records	5.0	5.0	4.0	4.7	
OUTPUT 10			Q	E	T	A	Remarks
Evaluate the performance of subordinate employees and instills discipline among Plate Unit Personnel	Evaluates the performance of subordinate employees and instills discipline among Plate Unit Personnel with necessary supporting records	Evaluated the performance of subordinate employees and instills discipline among Plate Unit Personnel with necessary supporting records	5.0	5.0	4.0	4.7	
OUTPUT 11			Q	E	T	A	Remarks
Perform other tasks as instructed by the Superiors	Performs other tasks as instructed by the Superiors with 85% efficiency	Performed other tasks as instructed by the Superiors with 90% efficiency	4.0	5.0	5.0	4.7	
Total Over-all Rating			50	50	46	49	
Final Average Rating			4.5	4.5	4.2	4.4	
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:		Date	
NIVETTE AMBER M. PASTORITE	20-Feb-23	MARIA CLARISSA G. OGSIMER	2/21/23	ENGR. ROBERTO S. SE			
Employee		Immediate Supervisor		Head of Division			
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, NIVETTE AMBER M. PASTORITE of Plate Unit, Administrative 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 October 17 to December 2022

NIVETTE AMBER M. PASTORITE
Administrative Officer V

Reviewed by :	Date	Approved by :	Date
MARIA CLARISSA G. OGSIMER Immediate Supervisor	4/27/22	LQUELLA V. MUTIA Head of Office	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5.00 - Outstanding 4.00 - Very Satisfactory 3.00 - Satisfactory 2.00 - Unsatisfactory 1.00 - Poor

CORE FUNCTIONS					Ratings				Remarks
OUTPUT 1					Q	E	T	A	
Direct and control functions, activities, and operations of the Plate Unit related to procurement, storage, custody and distribution of license plates with supervision if the Immediate Supervisor.	Directs and controls functions, activities, and operations of the Plate Unit related to procurement, storage, custody and distribution of license plates with supervision if the Immediate Supervisor with 85% efficiency	Directed and controlled functions, activities, and operations of the Plate Unit related to procurement, storage, custody and distribution of license plates with supervision if the Immediate Supervisor with 95% efficiency			5.0	4.0	4.0	4.3	
OUTPUT 2					Q	E	T	A	Remarks
Act as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section	Acts as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section with 90% efficiency	Acted as Assistant Chief, Property Section, Administrative Division in the absence of the Chief, Property Section with 95% efficiency			4.0	4.0	5.0	4.3	
OUTPUT 3					Q	E	T	A	Remarks
Prepare the plans and programs for the supplies needed by the Plate Unit	Prepares the plans and programs for the supplies needed by the Plate Unit with 85% efficiency	Prepared the plans and programs for the supplies needed by the Plate Unit with 92% efficiency			4.0	5.0	4.0	4.3	
OUTPUT 4					Q	E	T	A	Remarks
Prepare memoranda/circulars relative to plate concerns	Prepares memoranda/circulars relative to plate concerns with 85% efficiency	Prepares memoranda/circulars relative to plate concerns with 85% efficiency			4.0	4.0	4.0	4.0	
OUTPUT 5					Q	E	T	A	Remarks

Initiates internal control program in the custody and disposition of supplies and materials and other nonn-expendable property related to Plate Unit with 85% efficiency	Initiated internal control program in the custody and disposition of supplies and materials and other nonn-expendable property related to Plate Unit with 93% efficiency	4.0	4.0	3.0	3.7	
STRATEGIC FUNCTIONS						
OUTPUT 6		Q	E	T	A	Remarks
Advise the Head of Office on matters related to supply and property activities of the Office	Advises the Head of Office on matters related to supply and property activities of the Office with 85% efficiency	5.0	4.0	5.0	4.7	
OUTPUT 7		Q	E	T	A	Remarks
Formulate, plan, and program policies for an effective property management	Formulates, plans, and program policies for an effective property management with 85% efficiency	5.0	5.0	4.0	4.7	
OUTPUT 8		Q	E	T	A	Remarks
Initiate the activities related related to emergency purchases and canvass materials in coordination with the Committee on Bids and Awards	Initiates the activities related related to emergency purchases and canvass materials in coordination with the Committee on Bids and Awards with 85% efficiency	4.0	3.0	4.0	3.7	Only preparation of materials but no public bidding conducted
SUPPORT FUNCTIONS						
OUTPUT 9		Q	E	T	A	Remarks
Confer with proper authorities on personnel and other administrative matters	Confers with proper authorities on personnel and other administrative matters with necessary supporting records	5.0	5.0	4.0	4.7	
OUTPUT 10		Q	E	T	A	Remarks
Evaluate the performance of subordinate employees and instills discipline among Plate Unit Personnel	Evaluates the performance of subordinate employees and instills discipline among Plate Unit Personnel with necessary supporting records	5.0	5.0	4.0	4.7	
OUTPUT 11		Q	E	T	A	Remarks
Perform other tasks as instructed by the Superiors	Performs other tasks as instructed by the Superiors with 85% efficiency	4.0	5.0	5.0	4.7	
Total Over-all Rating		49	48	46	48	
Final Average Rating		4.5	4.4	4.2	4.3	
Adjectival Rating		Very Satisfactory				
Comments and Recommendation for Development Purposes :						
Discussed with:	Date :	Assessed by:	Date	Final Ranking by:	Date	
NIVETTE AMBER M. PASTORIFE	20-Feb-23	MARIA CLARISSA G. OGSIMER	2/21/23	LOUELLA V. MUTIA		
Employee		Immediate Supervisor		Head of Division		
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE						