

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, BERNARDO R. NOVELO of the General Services Section, 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 January to June 2022.

BERNARDO R. NOVELO

Reviewed by:	Date	Approved by:	Date
ENGR. EDUARDO C. DE VILLA		ENGR. ROBERTO S. SE	2-28-23
Immediate Supervisor		Head of Office	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	<div> 5 Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor </div>
CORE FUNCTION			<div> Q E T A </div>
OUTPUT 1			<div> Q E T A </div>
To Monitor Electrical Power supply and trouble shooting of electrical Problems of all offices inside Ito compound.	90% Monitor Electrical Power supply and Trouble shooting of electrical Problems of all offices inside Ito compound. Target: Once a month	Accomplished:	<div> Q E T A </div>
OUTPUT 2			<div> Q E T A </div>
To Check up and re tightening of Terminal logs of Circuit Breakers at all power house inside the Compound.	90% Check up and re tightening of Terminal logs of Circuit Breakers at all power house inside the Compound. Target: Once a month	Accomplished:	<div> Q E T A </div>
OUTPUT 3			<div> Q E T A </div>
Disbursement voucher preparation	90% of PETRON, MERALCO and MANILA WATER Was done. Target: once a month	Accomplished:	<div> Q E T A </div>
SUPPORT FUNCTION			<div> Q E T A </div>
Other tasks	Did other tasks assigned from time to time by immediate supervisor Target: as needed	Accomplished:	<div> Q E T A </div>
Total Over-all Rating			Very Satisfactory
Final Average Rating			
Adjectival Rating			
Comments and Recommendation for Development Purposes :			
Discussed with:	Date :	Assessed by:	Final Rating:
Bernardo R. Novelo Admin. Assistant III	2-28-23	Engr. Eduardo C. De Villa OIC, general services Section	Engr. Roberto S. Se Chief, Admin. Div

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