
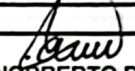





INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, DANILO FORTUNATO of the Land Transportation Office, Plate Making Plant, 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 2023.


DANILO FORTUNATO
 ADMINISTRATIVE ASSISTANT III

Reviewed by :	Date	Approved by :	Date																																																		
 ENGR. MARY ANNE E. HIZON Immediate Supervisor		 ENGR. NORBERTO D. ESPINO III Head of Division	2/28/23																																																		
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor																																																		
CORE FUNCTIONS:			<table border="1"> <thead> <tr> <th colspan="4">Ratings</th> <th>Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="5">OUTPUT 1</td> </tr> <tr> <td>Maintenance</td> <td colspan="3">*Maintains all machines within the Plate Making Plant (PMP) following a Periodic Preventive Maintenance (PPM) schedule with 90% efficiency.</td> <td></td> </tr> <tr> <td colspan="5">OUTPUT 2</td> </tr> <tr> <td>Repairs</td> <td colspan="3">*Monitors the necessary repairs / preventive maintenance of PMP Building Facilities eg. Electrical, plumbing, masonry, carpentry with 85% completeness and efficiency.</td> <td></td> </tr> <tr> <td colspan="5">OUTPUT 3</td> </tr> <tr> <td>Monitoring / Maintenance of forklift</td> <td colspan="3">Undertakes the preventive maintenance of forklift vehicle with 90% efficiency.</td> <td></td> </tr> <tr> <td colspan="5">OUTPUT 4</td> </tr> <tr> <td>Repair and Cleaning of ACU</td> <td colspan="3">Repairs and cleans 6 acu units at various office/area of PMP with 90% completeness and efficiency.</td> <td></td> </tr> </tbody> </table>	Ratings				Remarks	Q	E	T	A	Remarks	OUTPUT 1					Maintenance	*Maintains all machines within the Plate Making Plant (PMP) following a Periodic Preventive Maintenance (PPM) schedule with 90% efficiency.				OUTPUT 2					Repairs	*Monitors the necessary repairs / preventive maintenance of PMP Building Facilities eg. Electrical, plumbing, masonry, carpentry with 85% completeness and efficiency.				OUTPUT 3					Monitoring / Maintenance of forklift	Undertakes the preventive maintenance of forklift vehicle with 90% efficiency.				OUTPUT 4					Repair and Cleaning of ACU	Repairs and cleans 6 acu units at various office/area of PMP with 90% completeness and efficiency.			
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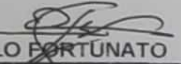

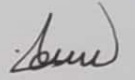
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Job Order / Accomplishment Report	Job Order Request and accomplishment for electrical, plumbing, masonry, & carpentry with 90% efficiency.						
SUPPORT FUNCTION:							
OUTPUT 6			Q	E	T	A	Remarks
Does other duties that may be assigned from time to time	Did other duties that may be assigned from time to time 90%						
Total Over-all Rating							
Final Average							
Adjectival Rating							
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:		Date	
 DANILO FORTUNATO Employee	2/28/23	 ENGR. MARY ANNE E. HIZON Immediate Supervisor		 ENGR. NORBERTO D. ESPINO III Head of Division		02-28-2023	
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							

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I, DANILO FORTUNATO of the Land Transportation Office, Plate Making Plant, 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 2023.

DANILO FORTUNATO
ADMINISTRATIVE ASSISTANT III

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ENGR. MARY ANNE E. HIZON Immediate Supervisor		ENGR. NORBERTO D. ESPINO III Head of Division	2/28/23										
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SUPPORT FUNCTION:						
OUTPUT 6						
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Total Over-all Rating						
Final Average						
Adjectival Rating						
Comments and Recommendation for Development Purposes :						
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date	
 DANILO FORTUNATO Employee	2/28/23	 ENGR. MARY ANNE E. HIZON Immediate Supervisor		 ENGR. NORBERTO D. ESPINO III Head of Division	02-28-2023	
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