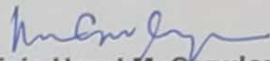




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - TARGET

I, **MARIVIC HAZEL M. CAPULONG**, of the **MANAGEMENT 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 2023**.


Marivic Hazel M. Capulong
 Employee

Reviewed by:	Date:	Approved by:	Date:
 Marcelina C. Hugo	2 - 28 - 2023	 EMERITA O. SOLIVEN	

Immediate Supervisor		Head of Division	
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	

CORE FUNCTIONS

Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System

Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 100% accuracy for improvement and linkage to close the gap.						
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.						

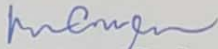
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of eight (8) field offices with 90% accuracy and ensure that working papers are complete, and that audit is conducted with objectivity, proper coordination, and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.						
Update of Uncomplied Audit Findings	Prepare memoranda and updated lists of uncomplied audit findings of the district offices with 90% accuracy with 2 revisions, properly noted and released within seventy-two (72) hours upon receipt.						
EODB-EGSD Monitoring Activities	Conduct of monitoring on the EODB-EGSD activities of eight (8) field offices in compliance to RA 11032 with 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.						
Facilitation of Clearances of retired/retirable or resigned officials and employees	Facilitate/countersign clearances of retired/retirable or resigned officials and employees forwarded/ submitted to the Management Division with 90% accuracy, properly noted, and released within seventy-two (72) hours from receipt.						
Non-Routine Communications	Prepares communications for submission to Top Management, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seventy-two (72) hours from receipt.						



MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Routine Communications	<p>Prepares Memorandum/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format, properly noted and released within twenty-four (24) hours from receipt.</p> <p>This also includes queries from employees or private individuals or other office requirements.</p>						
Support Functions: (All other Functions)							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.						
Committee Membership Meetings	90% participation in the meetings conducted as member of the CART, Steering, Executive, Management and other Committees.						
Attend various actual and virtual trainings/seminars/conference/meetings and Prepare required report/output	Attend various trainings/seminars/conference/meetings (face-to-face/virtual) conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.						
TOTAL OVER-ALL RATING							
Core Functions							
Support Functions							
FINAL AVERAGE RATING							
ADJECTIVAL RATING							
Comments and Recommendations for Development Purposes							

Discussed with:		Assessed by:		Final Ranking by:	
Date:		Date:		Date:	
Marivic Hazel M. Capulong		Marcelina C. Hugo		EMERITA O. SOLIVEN	
Employee		Immediate Supervisor		Head of Division	

INDIVIDUAL PERFORMAMANCE COMMITMENT AND REVIEW (IPCR) - TARGET

I, **MARIVIC HAZEL M. CAPULONG**, of the **MANAGEMENT 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 2023**.


Marivic Hazel M. Capulong
 Employee

Reviewed by:	Date:	Approved by:	Date:
 Marcelina C. Hugo	2.28.2023	 EMERITA O. SOLIVEN	

Immediate Supervisor

Head of Division

5 – Outstanding
 4 – Very Satisfactory
 3 – Satisfactory
 2 – Unsatisfactory
 1 – Poor

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	

CORE FUNCTIONS

Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System

Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 100% accuracy for improvement and linkage to close the gap.						
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.						

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of four (4) field offices with 90% accuracy and ensure that working papers are complete, and that audit is conducted with objectivity, proper coordination, and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.						
Update of Uncomplied Audit Findings	Prepare memoranda and updated lists of uncomplied audit findings of the district offices with 90% accuracy with 2 revisions, properly noted and released within seventy-two (72) hours upon receipt.						
EODB-EGSD Monitoring Activities	Conduct of monitoring on the EODB-EGSD activities of four (4) field offices in compliance to RA 11032 with 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.						
Facilitation of Clearances of retired/retirable or resigned officials and employees	Facilitate/countersign clearances of retired/retirable or resigned officials and employees forwarded/ submitted to the Management Division with 90% accuracy, properly noted, and released within seventy-two (72) hours from receipt.						
Non-Routine Communications	Prepares communications for submission to Top Management, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seventy-two (72) hours from receipt.						

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Routine Communications	<p>Prepares Memorandum/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format, properly noted and released within twenty-four (24) hours from receipt.</p> <p>This also includes queries from employees or private individuals or other office requirements.</p>						
Support Functions: (All other Functions)							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.						
Committee Membership Meetings	90% participation in the meetings conducted as member of the CART, Steering, Executive, Management and other Committees.						
Attend various actual and virtual trainings/seminars/conference/meetings and Prepare required report/output	Attend various trainings/seminars/conference/meetings (face-to-face/virtual) conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.						
TOTAL OVER-ALL RATING							
Core Functions							
Support Functions							

FINAL AVERAGE RATING					
ADJECTIVAL RATING					
Comments and Recommendations for Development Purposes					
Discussed with:		Date:		Assessed by:	
				Date:	
<p style="text-align: center;">Marivic Hazel M. Capulong</p> <p style="text-align: center;">Employee</p>		<p style="text-align: center;">Marcelina C. Hugo</p> <p style="text-align: center;">Immediate Supervisor</p>		<p style="text-align: center;">EMERITA O. SOLIVEN</p> <p style="text-align: center;">Head of Division</p>	