



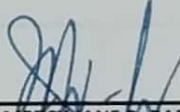
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MA. DIANA AMBER G. FAJARDO**, of the Office of Board Member Leynes, 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**.

Ma. Diana Amber G. Fajardo

Reviewed by:	Date	Approved by:	Date
ESTHER JOY A. EVASCO Executive Assistant II		ATTY. MERCY JANE B. PARAS - LEYNES Board Member	01/31/2023

Executive Assistant		OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				Remarks
					Ratings				
CORE FUNCTION					Q	E	T	A	
OUTPUT 1									
CORE OBJECTIVES	100 % of Petitions will be reviewed and forwarded to the Board Member within one (1) day upon receipt (i.e. Dropping, Dropping and Substitution, Special Permit)	100 % of Petitions were reviewed and forwarded to the Board Member within one (1) day upon receipt (i.e. Dropping, Dropping and Substitution, Special Permit) Accomplished : TECHNICAL DIVISION Dropping - 715 of 715 Dropping and Substitution - 144 of 144 Special Permit - 32 of 32 Special Permit Undas - 165 of 165 Special Permit Pasko - 232 of 232 Special Permit (MC No. 2022-067 & 2022-074) - 214 of 214 OFFICE OF THE EXECUTIVE DIRECTOR Dropping - 123 of 123 Dropping and Substitution - 11 of 11 Special Permit - 3 of 3	4	4	4	4			
	100% of Dismissed Case Folders will be reviewed, and with facsimile of the Board Member within one (1) day upon receipt.	100% of Dismissed Case Folders were reviewed, and with facsimile of the Board Member within one (1) day upon receipt . Accomplished : EOV Dismissal Order - 941 of 941 New CPC Dismissal Order - 6333 of 6333 TNVS New CPC Order - 771 of 771	4	4	4	4			

COMMUNICATIONS	100% of instructions given by the Board Member thru text , viber, public announcement or documentations will be communicated to the OBMM staff members.	100% of instructions given by the Board Member thru text , viber, public announcement or documentations were communicated to the OBMM staff members.	5	5	5	5	
	100% of the messages received via phone call will be promptly and clearly relayed to the employee / official /division concerned upon receipt or availability.	100% of the messages received via phone call were promptly and clearly relayed to the employee / official /division concerned upon receipt or availability.	4	4	4	4	
OUTPUT 3			Q	E	T	A	Remarks
OFFICE ADMINISTRATION	100% of notices of meeting will be calendared within one (1) day upon receipt.	100% of notices of meeting were calendared within one (1) day upon receipt. Accomplished: August - 54 of 54 September - 56 of 56 October - 34 of 34 November - 42 of 42 December - 34 of 34	5	5	5	5	
OUTPUT 4			Q	E	T	A	Remarks
Performs other task as maybe assigned from time to time	100% of the assigned task should be completed.	100% of the assigned task were completed.	5	5	5	5	
Total Over - All Rating			27	27	27	27	
Final Average Rating			4.50	4.50	4.50	4.50	
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:		Date	
							
MA. DIANA AMBER G. FAJARDO		ESTHER JOY A. EVASCO		ATTY. MERCY JANE B. PARAS - LEYNES			
Employee		Executive Assistant II		Board Member			
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							