

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Roel M. Movilla**, 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 1 to June 30, 2022**.

Roel M. Movilla
Roel M. Movilla
Administrative Aide II

Date : 2/28/23

Reviewed by	Date	Approved by	Date
<i>Eduardo C. De Villa</i> Eduardo C. De Villa	2-28-23	Louella V. Mutia	
OIC, General Services Section		OIC, Administrative Division	

MFO/PAP	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Reproduction	Reproduce copies of the documents as needed by the office, with 93% efficiency.	Reproduced copies of the documents as needed by the office, with 96% efficiency.	4	5	4	4.33	
Maintenance	Check the condition of the photocopying machine in a daily basis before using/reproduction, with 93% accuracy.	Ensured the condition of the photocopying machine in a daily basis before using/reproduction, with 96% accuracy.	5	4	4	4.33	
Receipt of Documents	Receive incoming documents from various offices, with 94% completeness.	Received incoming documents from various offices, with 97% completeness.	5	5	4	4.67	
Outgoing Documents	Transmit outgoing documents to various offices, with 94% accuracy.	Transmitted outgoing documents to various offices, with 97% accuracy.	4	5	5	4.67	
Docketing	Docket incoming/outgoing documents from/for various offices, with 94% completeness.	Encoded incoming/outgoing documents from/for various offices, with 96% completeness.	5	5	5	5	
TOTAL RATING			23	24	22	23	
FINAL AVERAGE RATING			4.6	4.8	4.4	4.6	

Comments and Recommendation for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
<i>Roel M. Movilla</i> Roel M. Movilla Administrative Aide II	2/28/23	I certify that I discussed my assessment of the performance with the employee. <i>Eduardo C. De Villa</i> Eduardo C. De Villa OIC, General Services Section	2-28-23	Louella V. Mutia OIC, Administrative Division	

Legend : 1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average