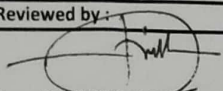
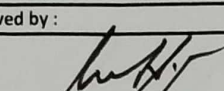


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

I **DIONITO T. CASTILLO** 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, 2022 to June 30, 2022**

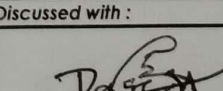
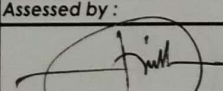
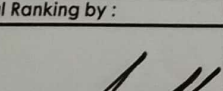
DIONITO T. CASTILLO

Administrative Aide III
(Driver I)

Reviewed by : 	Date :	Approved by : 	Date :
Engr. EDUARDO C. DE VILLA		Engr. ROBERTO S. SE	
OIC, Gen. Services Section		Chief, Administrative Division	

OUTPUTS	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATINGS				
			5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-	Unsatisfactory		
			1	-	Poor		
OUTPUT 1			Q	E	T	A	Remarks
DRIVING & DELIVERY OF DOCUMENTS	Drive LTO service vehicle together with the Messenger going to North Bound to deliver various LTO Official documents to different LTO Offices and other government entities & private offices with 98% completeness	Drived LTO service vehicle together with the Messenger going to North Bound to deliver various LTO Official documents to different LTO Offices and other government entities & private offices with 98% completeness	5	5	5	5	
OUTPUT 2			Q	E	T	A	Remarks
REPORT	Accomplishes reports of official trips made in daily and monthly basis with 95% accuracy .	Accomplished reports of official trips made in daily and monthly basis with 98% accuracy .	4	5	4	4.333	
OUTPUT 3			Q	E	T	A	Remarks
MANAGEMENT OF RTS DOCUMENT	Record and docket Return Card/Return To Sender (RTS) letters and various communication sith 98% completeness	Recorded and docketed Return Card/Return To Sender (RTS) letters and various communication sith 100% completed	5	5	4	4.667	
	Deliver and Distribute various letters, communications consider Return to Sender (RTS) with 95% completeness	Delivered and Distributed various letters, communications considered Return to Sender (RTS) with 98% completeness	5	5	4	4.667	
TOTAL OVER-ALL RATINGS			19	20	17	18.67	
FINAL AVERAGE RATING			4.75	5.00	4.25	4.67	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date	Assessed by :	Date :	Final Ranking by :	Date :
 DIONITO T. CASTILLO Employee	2-22-23	 Engr. EDUARDO C. DE VILLA OIC, GENERAL SERVICES SECTION		 Engr. ROBERTO S. SE Chief, Administrative Division	

Legend : 1) Quantity 2) Efficiency 3) Timeliness 4) Average