

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I ARNEL P. VELARDE of Supply Unit, Property 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 July 1 to December 31, 2023

ARNEL P. VELARDE

Ratee

Date: 02/20/23

Reviewed by :		Date	Approved by :				Date
MARIA CLARISSA G. OCSIMER OIC, Property Section		2/23/23	LOUELLA V. MUTIA OIC, Administrative Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
Core Function			Q	E	T	A	
OUTPUT 1							
Sign, evaluates verification, and certification request by the public clients	Signs , evaluates verification and certification request by the public clients with 100% accuracy						
OUTPUT 2							
Sign/ Attend various request of all Accountable Forms and Driver's License Cards	Signs/ Attends various request of all Accountable Forms and Driver's License Cards 100% accuracy						
OUTPUT 3							
Signs & Evaluates Monthly/Annual Reports, Prepare of Ris/P.Os & inspection	Signs & Evaluates Monthly/Annual Reports. Check/initiates RIS, P.O request for inspection, etc, for signs of the chief of Property Section with 100% accuracy						

OUTPUT 4										
Supervise/ shipment of Accountable Forms and Driver's License Cards nationwide	Supervises/ shipment of Accountable Forms and Driver's License Cards nationwide									Remarks
	100% accuracy									
Support Function										
OUTPUT 1										
Member of LtO Disposal and Appraisal Committee (unserviceable property and equipment (LTO DAC)	Determin and dispose all unserviceable LTO Central Office motor vehicles, equipment, furniture structures/buildings including waste materials, with 100% accuracy									
OUTPUT 2										
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy									
Total Over-all Rating						0	0	0	0	
Final Average Rating						0.0	0.0	0.0	0.0	
Adjectival Rating										
Comments and Recommendation for Development Purposes :										
Discussed with :		Date :		Assessed by:		Date	Final Ranking by:		Date	
		02/20/23		I certify that I discussed my assessment of the performance with the employee		2/21/23				
ARNEL P. VELARDE Employee				MARIA CLARISSA G. OGSIMER Immediate Supervisor			LOUELLA V. MUTIA Head of Division			

Legend

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Rating

1 - Poor

2 - Unsatisfactory

3 - Satisfactory

4 - Very Satisfactory

5 - Outstanding

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)



I ARNEL P. VELARDE of Supply Unit, Property 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, 2023

ARNEL P. VELARDE

Ratee

Date: 02/20/23

Reviewed by :	Date	Approved by :	Date
Maria Clarissa G. Ogsimer OIC, Property Section	2/21/23	Louella V. Mutia OIC, Administrative Division	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings
Core Function			Q E T A
OUTPUT 1			
Sign, evaluates verification, and certification request by the public clients	Signs , evaluates verification and certification request by the public clients with 100% accuracy		
OUTPUT 2			
Sign/ Attend various request of all Accountable Forms and Driver's License Cards	Signs/ Attends various request of all Accountable Forms and Driver's License Cards 100% accuracy		
OUTPUT 3			
Signs & Evaluates Monthly/Annual Reports, Prepare of Ris/P.Os & inspection	Signs & Evaluates Monthly/Annual Reports. Check/initiates RIS, P.O request for inspection, etc, for signs of the chief of Property Section with 100% accuracy		

OUTPUT 4							Remarks
Supervise/ shipment of Accountable Forms and Driver's License Cards nationwide	Supervises/ shipment of Accountable Forms and Driver's License Cards nationwide						
	100% accuracy						
Support Function							
OUTPUT 1							
Member of LTO Disposal and Appraisal Committee (unserviceable property and equipment (LTO DAC)	Determin and dispose all unserviceable LTO Central Office motor vehicles, equipment, furniture structures/buildings including waste materials, with 100% accuracy						
OUTPUT 2							
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy						
Total Over-all Rating				0	0	0	0
Final Average Rating				0.0	0.0	0.0	0.0
Adjectival Rating							
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:		Date	
 ARNEL P. VELARDE Employee	02/20/23	I certify that I discussed my assessment of the performance with the employee  MARIA CLARISSA G. OGSIMER Immediate Supervisor	2/20/23	LOUELLA V. MUTIA Head of Division			

Legend 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average
 Rating 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding