

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I Marie June M. Laylay of Equipment 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 to June 2023.

M. Laylay  
MARIE JUNE M. LAYLAY  
Employee

Reviewed by :	Date	Approved by :	Date									
MARIA CLARISSA G. OGSIER Immediate Supervisor	2/7/23	LOUELLA V. MUTIA Head of Office										
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	<div> 5 - Outstanding  4 - Very Satisfactory  3 - Satisfactory  2 - Unsatisfactory  1 - Poor </div>									
			<table border="1"> <tr> <th colspan="4">Ratings</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> </tr> </table>	Ratings				Remarks	Q	E	T	A
Ratings				Remarks								
Q	E	T	A									
<b>STRATEGIC PRIORITY</b>												
Prepare Property Acknowledgement Receipt (PAR) of newly purchased equipment and property	To prepare PAR of newly purchased equipment and property with 100% accuracy											
Conduct Physical Inventory of Serviceable/Unserviceable Property, Plant and Equipment	To conduct physical inventory of serviceable/unserviceable property, plant and equipment with 100% timeliness											
<b>CORE FUNCTION</b>												
Local telephone/cellphone calls	To answer incoming telephone/cellphone calls and to make outside contact calls to regional offices with 100% politeness											
Message and information	To take and to relay messages and informations from CO/RO with 100% timeliness.											

Receive/pull-out and issue various equipment	To receive returned serviceable/unserviceable item and property and to issue new equipment to end-user with 100% accuracy						
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#### SUPPORT FUNCTIONS

Inspection Committee member	To inspect as to quantity (hardware only) of ICT devices of DOTr-IT Road Infrastructure Project-Component B with 100% timeliness						Remarks
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**Total Over-all Rating**

**Final Average Rating**

**Adjectival Rating**

**Comments and Recommendation for Development Purposes :**

1. Training and Seminars
2. She has cto Card. 2 eligibility

Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date
MARIE JUNE M. LAYLAY Employee	FEB. 23, 2023	I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. OCSIMER OIC, Property Section	2/21/23	LOUELLA V. MUTIA OIC, Administrative Division	

**Legend : (1) QUALITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE**

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I Marie June M. Laylay of Equipment 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 to December 2023.

MARIE JUNE M. LAYLAY  
Employee

Reviewed by :	Date	Approved by :	Date			
MARIA CLARISSA G. OSSIMER Immediate Supervisor	2/2/23	LOUELLA V. MUTIA Head of Office				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor			
			Ratings Q E T A Remarks			
STRATEGIC PRIORITY						
Prepare Property Acknowledgement Receipt (PAR) of newly purchased equipment and property	To prepare PAR of newly purchased equipment and property with 100% accuracy					
Prepare inventory sticker for annual physical inventory of PPE	To prepare inventory stickers for annual physical inventory of PP with 100% completeness					
CORE FUNCTION						Remarks
Local telephone/cellphone calls	To answer incoming telephone/cellphone calls and to make outside contact calls to regional offices with 100% politeness					
Message and information	To take and to relay messages and informations from CO/RO with 100% timeliness.					

Receive/pull-out and issue various equipment	To receive returned serviceable/unserviceable item and property and to issue new equipment to end-user with 100% accuracy					
<b>SUPPORT FUNCTIONS</b>						
Inspection Committee member	To inspect as to quantity (hardware only) of ICT devices of DOTr-IT Road Infrastructure Project-Component B with 100% timeliness					Remarks
<b>Total Over-all Rating</b>						
<b>Final Average Rating</b>						
<b>Adjectival Rating</b>						
<b>Comments and Recommendation for Development Purposes :</b>						
<b>Discussed with :</b>	<b>Date :</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Ranking by:</b>	<b>Date</b>	
MARIE JUNE M. LAYLAY Employee	FEB. 23, 2023	I certify that I discussed my assessment of the performance with the employee. MARIA CLARISSA G. OGSIMER OIC, Property Section	2/24/23	LOUELLA V. MUTIA OIC, Administrative Division		
<b>Legend : (1) QUALITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE</b>						