
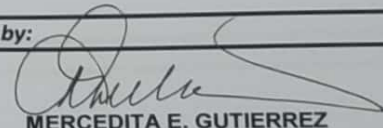


# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **RICA MAE O. FRANCO** of the Registration Section, Operation 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.

*Rica Mae O. Franco*  
**RICA MAE O. FRANCO**  
EMPLOYEE

<b>Reviewed by :</b> <i>Mercedita E. Gutierrez</i> <b>MERCEDITA E. GUTIERREZ</b> Chief, Registration Section <b>Immediate Supervisor</b>	<b>Date</b>  <b>27-Feb-23</b>	<b>Approved by :</b>  <b>DANILO J. ENCELA</b> Chief, Operations Division <b>Head of Office</b>	<b>Date</b>				
<b>OUTPUT</b>	<b>SUCCESS FACTOR</b> (Target + Measure)	<b>ACTUAL ACCOMPLISHMENT</b>	<b>5</b>	-	Outstanding		
			<b>4</b>	-	Very Satisfactory		
			<b>3</b>	-	Satisfactory		
			<b>2</b>	-	Unsatisfactory		
			<b>1</b>	-	Poor		
			<b>Ratings</b>				<b>Remarks</b>
			<b>Q</b>	<b>E</b>	<b>T</b>	<b>A</b>	
<b>CORE FUNCTIONS</b>							
<b>OUTPUT 1</b>							
Receives, Evaluates and Process Applications for Renewal of Motor Vehicle Registration	Receives, Evaluates and Process Application for Motor Vehicle Registration Renewal with 100% completeness and accuracy.						
<b>OUTPUT 2</b>			<b>Q</b>	<b>E</b>	<b>T</b>	<b>A</b>	<b>Remarks</b>
Printing and Releasing of Certificate of Stock Report	Printing and Releasing of Stock Report on Exempt, Rebuilt, Used Components and Used Imported Vehicles with 100% completeness and accuracy.						
<b>OUTPUT 3</b>			<b>Q</b>	<b>E</b>	<b>T</b>	<b>A</b>	<b>Remarks</b>
Printing and Releasing of Certificate of Stock Report	Printing and Releasing of Stock Report on Exempt, Rebuilt, Used Components and Used Imported Vehicles with 100% completeness and accuracy.						
<b>OUTPUT 4</b>			<b>Q</b>	<b>E</b>	<b>T</b>	<b>A</b>	<b>Remarks</b>
Request for System Update	Encodes Request for System Update as per letter request and complete documents submitted by the authorized liason officer of the company with 100% completeness and accuracy.						

FUNCTIONS		Q	E	T	A	Remarks
<b>OUTPUT 1</b>						
Communications	Drafts letter, endorsements, briefing memoranda, office orders and circulars etc., to be evaluated, reviewed and submitted within 5 days.					
<b>OUTPUT 2</b>						
Central Office Operations Center	Preparation and Submission of Daily National Significant Events Reports, Monthly Road Crash Statistics, and Consolidates Road Crash Statistics and prepares data tables, graphs and analysis.					
<b>STRATEGIC PRIORITY</b>						
<b>OUTPUT 1</b>						
Office Order JMT-2023-037 - Member of Sub-Committee Registration Team on Zero Backlog	Attend meetings and discuss the necessary amendments and reports done by the sub-committee.					
<b>OUTPUT 2</b>						
Office Order JMT-2023-037 - Member of Citizen's Charter Sub-Committee Registration Team	Attend meetings and participate to discuss the necessary amendments and reports done by the the sub-committee.					
Total Over-all Rating						
Final Average Rating						
Adjectival Rating						
<b>Comments and Recommendation for Development Purposes :</b>						
Discussed with:	Date:	Assessed by:	Final Ranking by:			
 <b>RICA MAE O. FRANCO</b> Transportation Regulation Officer II Employee	27-Feb-23	 <b>MERCEDITA E. GUTIERREZ</b> Chief, Registration Section IMMEDIATE SUPERVISOR	<b>DANILO J. ENCELA</b> Chief, Operations Division Head of DIVISION			

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE