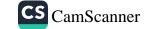
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) Marie June M. Laylay of Equipment Unit, Property Section, Administrative Division commit to defiver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June 2023. Employee Date Date Approved by: Reviewed by: MARIA CLARISSA G. OGSIMER **LOUELLA V.MUTIA** Immediate Supervisor Head of Office SUCCESS FACTOR **ACTUAL ACCOMPLISHMENT** OUTPUT Outstanding (Target + Measure) Very Satisfactory Satisfactory 2 Unsatisfactory Poor Ratings Remarks 0 E A STRATEGIC PRIORITY Prepare Property Acknowledgement To prepare PAR of newly purchased equipment Receipt (PAR) of newly purchased and property with 100% accuracy equipment and property Conduct Physical Inventory of To conduct physical inventory of Serviceable/Unserviceable serviceable/unserviceable property, plant Property, Plant and Equipment and equipment with 100% timeliness **CORE FUNCTION** Remarks To answer incoming telephone/cellphone calls Local 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 serviceble/unserviceable				
	item and property and to issue new				
	equipment to end-user with 100% accuracy				
SUPPORT FUNCTIONS					Remarks
Inspection Committee member	To inspect as to quantity (hardware only) of ICT				
	devices of DOTr-IT Road Infrasructure Project-				
	Component B with 100% timeliness		-		
Total Over-all Rating					
rinai Average Kating					
Final Average Rating Adjectival Rating					
	Development Purposes :				
Adjectival Rating					
Adjectival Rating Comments and Recommendation for D 1. Lanier of Surinors 2. She has to cool. 2 stry		Assessed by:	Date	Final Ranking by:	Date
Adjectival Rating Comments and Recommendation for L	ichuty	Assessed by: I certify that I discussed my assestment of the performance with the employee.	Date	Final Ranking by:	Date
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Adjectival Rating Comments and Recommendation for D 1. Lanier of Surinors 2. She has to cool. 2 stry	Date:	I certify that I discussed my assestment of the	11		

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) 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. Employee Reviewed by: Date Approved by: Date MARIA CLARISSA G. OGSIMER LOUELLA V. MUTIA Immediate Supervisor Head of Office SUCCESS FACTOR OUTPUT **ACTUAL ACCOMPLISHMENT** (Target + Measure) Outstanding Very Satisfactory Satisfactory Unsatisfactory Poor Ratings Remarks Q T STRATEGIC PRIORITY Prepare Property Acknowledgement To prepare PAR of newly purchased equipment Receipt (PAR) of newly purchased and property with 100% accuracy quipment and property Prepare inventory sticker for annual To prepare inventory stickers for annual physical inventory of PPE physical inventory of PP with 100% completeness Remarks CORE FUNCTION 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	To receive returned				
quipment	To receive returned serviceble/unserviceable item and property and to issue new equipment to end-user with 100% accuracy				
SUPPORT FUNCTIONS					
Inspection Committee member	To inspect as to quantity if				Remark
	To inspect as to quantity (hardware only) of ICT devices of DOTr-IT Road Infrasructure Project-Component B with 100% timeliness				
Total Over-all Rating			-		
Final Average Rating					
Final Average Rating Adjectival Rating	Development Purposes :				
Final Average Rating Adjectival Rating Comments and Recommendation for I		Account how	Deta	Final Parting hu	Date
Final Average Rating Adjectival Rating	Development Purposes : Date :	Assessed by: I certify that I discussed my assestment of the performance with the employee.	Date	Final Ranking by:	Date
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