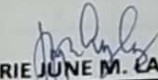


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

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 2022.


MARIE JUNE M. LAYLAY
Employee

Reviewed by :	Date	Approved by :					Date
MARIA CLARISSA G. OGSIMER Immediate Supervisor	2/2/22	ENGR. ROBERTO S. SE Head of Office					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
			Ratings				Remarks
			Q	E	T	A	
STRATEGIC PRIORITY							
Prepare Property Acknowledgement Receipt (PAR) of newly purchased equipment and property	Prepares PAR of newly purchased equipment and property with 100% accuracy	Prepared PAR of newly purchased equipment and property with 95% accuracy	5	4	5	4.67	
Conduct Physical Inventory of Serviceable/Unserviceable Property, Plant and Equipment	Conducts physical inventory of serviceable/unserviceable property, plant and equipment with 100% timeliness	Conducted physical inventory of serviceable/unserviceable property, plant and equipment with 95% timeliness	4	5	4	4.33	
CORE FUNCTION			Q	E	T	A	Remarks
Local telephone/cellphone calls	Answers incoming telephone/cellphone calls and make outside contact calls to regional offices with 100% politeness	Answered incoming telephone/cellphone calls and made outside contact calls to regional offices with 95% politeness	4	5	5	4.67	
Message and information	Takes and relays messages and informations from CO/RO with 100% timeliness.	Took and relayed messages and informations from CO/RO with 95% timeliness.	5	5	4	4.67	

Receive/pull-out and issue various equipment	Receives returned serviceable/unserviceable item and property and issues new equipment to end-user with 100% accuracy	Received returned serviceable/unserviceable item and property and issued new equipment to end-user with 95% accuracy	4	5	4	4.33	
SUPPORT FUNCTIONS			Q	E	T	A	Remarks
Inspection Committee member	Inspects as to quantity (hardware only) of ICT devices of DOTr-IT Road Infrastructure Project-Component B with 100% timeliness	Inspected as to quantity (hardware only) of ICT devices of DOTr-IT Road Infrastructure Project-Component B with 95% timeliness	4	5	5	4.67	
Total Over-all Rating			26	29	27	27.33	
Final Average Rating			4.33	4.83	4.50	4.56	
Adjectival Rating			VERY SATISFACTORY				

Comments and Recommendation for Development Purposes :

1. Thorough and diligent
2. She has CEO Cat. 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. OGSIMER OIC, Property Section	2/23/23	ENGR. ROBERTO S. SE Chief, Administrative Division	

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