INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) I, Armando M. Villafana of Ground Building & Maintenance Unit-General Service Section, Administrative Division of Land Transportation Office, Central Office, Commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period from July to September 2022. Clerk I (Casual) 2.77-2025 Date Date Approved by Date ROBERTO S. SE EDUARDO C. DE VILLA Chief, Administrative Division OIC, General Services Section Remarks Rating Output Success Indicator Accomplishment Efficency Rating Scale (Target + Measure) Outstanding Very Satisfactory Satisfactory Unsatisfactory Output I Assists in all in-house carpentry Assists in all in-house carpentry works and repairs, with 96% 4.75 4.58 4.50 works and repairs, with 93% 4.50 efficiency and completeness. efficiency and completeness. Assists in all in-house masonry Assists in all in-house masonry works, with 96% efficiency and works, with 93% efficiency and 4.75 4.75 4.75 4.75 completeness. completeness. Assist in the cleaning of air Assist in the cleaning of air Assistance conditioning units at various office conditioning units at various office 4 75 4.75 4.75 4.75 LTO Central Office with 97% LTO Central Office with 94% completeness. completeness. Assist in the installation of Assist in the installation of tarpaulins/signages, with 96% tarpaulins/signages, with 93% 4.75 4.75 4.75 4.75 efficiency. efficiency. Output II Receive job order request and Receive job order request and accomplishment for minor repair accomplishment for minor repair Job-Order/ works related to carpentry, masonry works related to carpentry, masonry 4.75 4.58 4.50 4 50 and electrical at various office LTO Accomplishment and electrical at various office LTO Report CO with 96% efficiency CO with 94% efficiency. 23.25 23.25 23.75 23.42 Overall Rating 4.65 4.65 4.75 4.68 Final Average Rating **Very Satisfactory** Adjectival Rating Comments and Recommendation for Development Purposes Date Final Rating by Assessed by Date Discussed with I certify that I discussed my assessment of the performance with the employee. ROBERTO S. SE EDUARDO C. DE VILLA Chief, Administrative Division OIC, General Services Section 1 - Quantity 2 - Efficiency 3 - Timeliness