

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, RICHARD M. CORTEZ, of the License Section, Operations 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 JULY 1 TO DECEMBER 31, 2022.

RICHARD M. CORTEZ

Ratee

03/08/23

Date:

Reviewed by:	Date	Approved:	Date			
		<u>DANILO VENCELA</u>				
		Immediate Supervisor				
Output	Success Factor (Target + Measure)	Actual Accomplishment	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor			
			Rating			
			Q	E	T	A
Strategic Priority						
Output 1						
OPERATION MANAGEMENT AND POLICY FORMULATION	Supervision In Operational Standards and Development of Policies 100% availability of resources, grammatical rules accuracy, submit within the timeline given by the Chief	Full time supervision of operation of the license section, prepared operational standards/ guidelines, developed/reviewed policies for the improvement of Licensing Submitted on time or 2 to 3 days before the deadline given by the Chief	5	5	5	5
Output 2						
FINALIZE CORRESPONDENCES	Preparation of communications Prepares/reviews communication pert- aining to registration, licensing and other matters assigned from time to time. 100% availability of resources, grammatical rules accuracy, submit within the timeline given by the Chief.	Prepared/reviewed communication pertaining to licensing and other subject matters assigned from time to time. Submitted on time or 2 to 3 days before the deadline given by the Chief.	5	5	4	4.67

Output 3

SUPPORT TO MANAGEMENT OF OPERATION IN CUSTOMER ASSISTANCE**Customer Assistance**

Attends to queries and extends assistance to public related to LTO guidelines & policies

Prompt action and client satisfaction

Attended to queries and extended assistance to public related LTO guidelines & policies received through phone call and letter.

Immediately delivered prompt action if received by phone and 1 to 3 days if received by letter.

5 5 4 4.67

Output 4

PROCESSING IN THE CREATION OR TRANSFER OF LTO OFFICES**SITE INSPECTION ON LOCATION, PREPARATION OF EVALUATION, RECOMMENDATION AND RESOLUTION AMONG OTHER DOCUMENTS REQUIRED**

100% no typo-errors, accuracy of data and grammar, and prepare within the time-line.

Inspected proposed sites for new or transfer of LTO offices, prepared reports for evaluation, recommendation and resolution among other documents required in accordance to existing guidelines.

100% no typo-errors, accurate data and grammar and prepared within the day or the following day upon receipt of required documents. 4 new offices were approved for establishment.

5 5 5 5

20 20 18 19.33

Final Average Rating

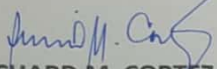
5 5 4.5 4.83

Adjectival Rating

VERY SATISFACTORY

Discussed with:


Date


RICHARD M. CORTEZ
Employee

03.08.23

Assessed by:

Date


DANILO J. ENCELA
Head of Division

Legend: 1-Quality 2-Efficiency 3-Timeliness 4-Average