

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **IRENE F. MORTEL**, of the License Section-Operations Division commit to deliver and agree to be rated on the 000 attainment of the following targets in accordance with the indicated measures for the period of **January to June 2022**.

Reviewed by :	Date	Approved by :	Date
RICHARD M. CORTEZ	3/10/2023	DANILCA ENCELA	
Immediate Supervisor		CHIEF, Operations Division	
		Head of Office	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor
OUTPUT 1 (TARGET)			
REPRESENTATION OF LICENSE SECTION/ OPERATIONS DIV. IN COURT HEARINGS	<u>Representation in Court-Hearings</u> - To review driver's license records & the attached documentations, signs certifications -100% accuracy of driver's license information details - no system-error - records to be reviewed at least (2) weeks before the scheduled hearing	- Reviewed driver's license records, computer print-out of driver's license information details and certifications -100% accuracy of driver's license information details - no system-error - Documents were reviewed (2) two weeks before the scheduled hearing	5 4 4
OUTPUT 2 (TARGET)			
PREPARES, REVIEW OFFICIAL COMMUNICATIONS (Performs other duties that maybe Assigned from time-to time)	<u>Review/Preparation of Official Communications</u> - To reply to official communications -100% availability of resources -95% accuracy in grammatical rules -to submit within (4)days before the scheduled deadline	- Prepared briefing memos and other official communications - 100% availability of references/resources - Submitted within four (4) days before the scheduled	4 4 5
OUTPUT 3 (TARGET)			
PROCESSING OF DRIVER'S LICENSE APPLICATIONS WITH REVISION OF RECORDS (RR) AND MISREPRESENTATIONS	<u>Supervision In The Processing of Driver's License Applications With Revision of Records and Misrepresentations</u> -To review & approves complex cases system-related driver's license applications with misrepresentations of identities and other complex transactions -100% accuracy in licensing rules & regulations -To approve within (5-9) mins/transaction - Assisted in the supervision of License Section processes	- Review and approved non-conforming system-related driver's license applications with misrepresentation of identities and other complex transactions - 100% accuracy in licensing rules and regulations - Approved within (5-9) mins./transactions - Assisted in the supervision of License Section processes	4 4 5
Total Over-all Rating			13 15 14 42
Final Average Rating			4.33 4.00 4.66 4.33
Adjectival Rating			Very Satisfactory

Comments and Recommendation for Development Purposes :

Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date
<p><i>[Signature]</i></p> <p>IRENE F. MORTEL Statistician III Employee</p>	<p>3/10/2023</p>	<p><i>[Signature]</i></p> <p>RICHARD M. CORTEZ CHIEF, License Section Head of Section</p>		<p><i>[Signature]</i></p> <p>DANILO J. ENCELA Chief, Operations Division Head of Agency</p>	

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