

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, LYNDIA C. AROY of the **Planning Staff, Office of the Assistant Secretary**, 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 August-December, 2022

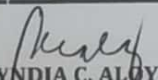

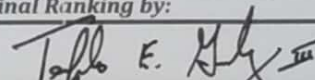
Lyndia C. Aroy
LYNDIA C. AROY
Administrative Aide VI

February 13, 2023

Reviewed by:	Date	Approved by:	Date
<i>M. Tondares</i> PRECIOUS MARIE C. TONDARES	<i>II/19/2023</i>	<i>Atty. Teofil E. Gualiza III</i> ATTY. TEOFILO E. GUALIZA III	
Immediate Supervisor	Assistant Secretary, LTO		Ratings
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Q E T A Remarks
CORE FUNCTION			
OUTPUT 1			
MF01 Assist in the conduct of Strategic Planning and/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map cut plans for the succeeding rating period	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period	5 4 4.5
OUTPUT 2			Remarks
MF01 Statistical Estimation/Projection	1 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards The statistical estimate s for the MIS transaction should be accurate , unbiased and consistent and based on planned schedules & set deadlines/instruction	2 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards The statistical estimate s for the MIS transaction should be accurate , unbiased and consistent and based on planned schedules & set deadlines/instruction	5 5 5
OUTPUT 3			Q E T A Remarks
MF01 Statistical Services Generation of Statistical / Report Verification as to MIS Data Accuracy	4 of prepared MIS reports with an effective and accurate statistical reports. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports	Prepared 4 of MIS reports with an effective & accurate statistical reports. There was an accurate encoding, prooflisting, reports generation and a reliable verification as to the correctness of the MIS reports The statistical reports for the MIS transaction was consistent based on available data & done ahead of the planned schedule/ deadline/instruction	3 5 4

OUTPUT 4			Q	E	T	A	Remarks
MFO 1 Statistical Services MIS Reports Monitoring	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A journal of the date of submission, completeness & deficiencies, if any of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A journal of the date of submission, completeness & deficiencies, if any of submitted MIS reports must be properly recorded & appropriate action was undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports were notified via memorandum or telephone call within the day.	3		5	4	
OUTPUT 5			Q	E	T	A	Remarks
MFO 1 Statistical Services Assistance/ address of researcher's needs for Statistical Data & other reports of the office	25 No. of researchers who were assisted & whose need for the LTO statistical data/other outputs of the office has been attended well. The researchers' needs must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival	53 researchers were assisted & whose need for the LTO statistical data/other outputs of the office has been attended very well. The researchers' needs was addressed in a courteous & responsive manner. A good public relationship was established wherein a feedback mechanism was available. Researchers was attended to upon arrival.	5		5	5	
Final Average Rating						4.5	

Comments and Recommendation for Development Purposes :

Discussed with :	Date : February 13, 2022	Assessed by:	Date	Final Ranking by:	Date
 LYNDIA C. ALAY Employee		 PRECIOUS MARIE C. TONDARES Immediate Supervisor	II/13/2022	 ATTY. TEOFILO E. GUADIZ, III Assistant Secretary, LTO	

Legend
 Rating

1- Quality
 1- Poor

2-Efficiency
 2-Unsatisfactory

3-Timeliness
 3-Satisfactory

4-Average
 4-Very Satisfactory

5-Outstanding