

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **DANILO J. ENCELA**, of the **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 **January to June, 2023**.

DANILO J. ENCELA
Ratee

Date: _____

Approved by:	Date
GIOVANNI Z. LOPEZ Executive Director	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Output 1 Checks, Reviews Draft Policies and Correspondence	100% accuracy in reviewing draft orders, memoranda, resolutions and correspondence						
Output 2 Signs and recommends <u>MAIRDOEs Applications</u>	100% accuracy in signing and recommending applications for accreditation of Manufacturers, Assemblers, Importers, Dealers, Rebuilders and other Entities (MAIRDOEs).						
Core Functions:							
Output 1 Supervises Personnel and Activities of the Operations Division in Performance of its Functions.	100% accuracy in supervising personnel of the Operations Division in performance of its functions						
Output 2 Communicates and Discusses Program, Policies and Issues to Section Chiefs and Personnel	100% Communicates in a clear, concise manner, discusses program, policies and issues to staff; Enforce policies and procedures consistently; delegate activities;						

manage staff performance/productivity in alignment with the Division's plans and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts, if any; supervision does based on planned schedules and deadlines; coaching/resolution of conflicts done within the day for minor issues.

Support Functions:

Output 1

Acts as Resource Persons in Seminars/Training

100% accuracy in acting as resource person in seminars/training.

Output 2

Participates in different Committees and TWG

100% participates in the different Committees TWG both in Office and in inter-agencies

Final Average Rating

Comments and Recommendations for Development Purposes

Discussed with

Date

Assessed by

Date

DANILO J. ENCELA
Chief, Operations Division

GIOVANNI Z. LOPEZ
Executive Director

Legend
Rating

Q - Quality
1 - Poor

E - Efficiency
2 - Unsatisfactory

T - Timeliness
3 - Satisfactory

A - Average
4 - Very Satisfactory 5 - Outstanding