

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)




I ARNEL P. VELARDE of Supply Unit, Property Section, Administrative 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 of January 1 to June 30, 2022

ARNEL P. VELARDE

Ratee

Date: 02/20/23

Reviewed by :		Date	Approved by :				Date
MARIA CLARISSA G. OGSIER OIC, Property Section		2/21/23	ENGR. ROBERTO S. SE Chief, Administrative Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
Core Function			Q	E	T	A	
OUTPUT 1							
Sign, evaluates verification, and certification request by the public clients	Signs , evaluates verification and certification request by the public clients with 100% accuracy	Signed , evaluates verification and certification request by the public clients with 98% accuracy	4	5	5	4.7	
OUTPUT 2							
Sign/ Attend various request of all Accountable Forms and Driver's License Cards	Signs/ Attends various request of all Accountable Forms and Driver's License Cards 100% accuracy	Signed/ Attended various request of all Accountable Forms and Driver's License Cards 98% accuracy	4	5	5	4.7	
OUTPUT 3							
Signs & Evaluates Monthly/Annual Reports, Prepare of Ris/P.Os & inspection	Signs & Evaluates Monthly/Annual Reports. Check/initiates RIS, P.O request for inspection, etc, for signs of the chief of Property Section with 100% accuracy	Signs & Evaluates Monthly/Annual Reports. Checked/initiated RIS, P.O request for inspection, etc, for signs of the chief of Property Section with 100% accuracy	4	5	5	4.7	

OUTPUT 4							Remarks
Supervise/ shipment of Accountable Forms and Driver's License Cards nationwide	Supervises/ shipment of Accountable Forms and Driver's License Cards nationwide	Supervised/ shipment of Accountable Forms and Driver's License Cards nationwide					
	100% accuracy	100% accuracy	4	5	5	4.7	
Support Function							
OUTPUT 1							
Member of LTO Disposal and Appraisal Committee (unserviceable property and equipment (LTO DAC)	Determin and dispose all unserviceable LTO Central Office motor vehicles, equipment, furniture structures/buildings including waste materials, with 100% accuracy	Determin and dispose all unserviceable LTO Central Office motor vehicles, equipment, furniture structures/buildings including waste materials, with 98% accuracy	4	5	5	4.7	
OUTPUT 2							
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 98% accuracy	4	5	5	4.7	
Total Over-all Rating			24	30	30	28	
Final Average Rating			4.0	5.0	5.0	4.7	
Adjectival Rating			Very Satisfactory				
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:		Date	
		I certify that I discussed my assessment of the performance with the employee					
ARNEL P. VELARDE		MARIA CLARISSA G. OGGIMER		ENGR. ROBERTO S. SE			
Employee		Immediate Supervisor		Head of Division			

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

Rating 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding