INDIVIDUAL PEFORMANCE COMMITMENT AND REVIEW (IPCR)

TARGET FOR THE YEAR 2023

ANA	LEE	C.	COR	RF	IA
	_	_		_	_

of MID - Records Section , 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 2023 TO DECEMBER 2023

sur be sa ANALEE C. CORBETA

Ratee

Date: February 27, 2023

Reviewed by:		Date	Approved by:	111					Date
MA. PERPETUA FELICIDAD R.		February 27, 2023		IO B. BONSOL JR				F	ebruary 27, 2023
OIC, MID - Records Sect	ion		Acting Chief,	Management Information	n Divisio	n			
ОИТРИТ	SUCCESS FA		ACTUAL ACCOM	PLISHMENT		RAT	ING		REMARKS
	(Target + Me	easure)			Q ¹	E ²	Т	A ⁴	
STRATEGIC PRIORITY									
Verification of Motor Vehicle	All request are verified through the base, results printed and repersonnel for preparation working hours upon receip	eleased to concerned of reply, within 4	Printed /Verified Data Prepare endorsement	d information and					
Validation of verified plate numbers through Land Transportation Management System (LTMS)	All Verified plate numbers through the Land Transpor System (LTMS) database.		Validated MV Data within 4 hou	urs upon receipt.					
CORE FUNCTIONS									
replies to email from different government agencies re: verification	Answers email from govern	ment agencies	Answered email within 4 working	ng hours upon receipt					
SUPPORT FUNCTION									
Evaluation of all RSUs on Motor Vehicle Registration System (MVRS) from Customer Care STRADCOM prior to implementation in the absence of Dolores Lee	Evaluation of all RSUs is bas 2011-1518 with complete of requirements, recommends submitted/forwarded to ST implementation, no error hours upon receipt	ocumentary ation RADCOM for	F p rwarded to STRADCOM withi hours upon receipt	n 8 working					



OUTPUT	SUCCESS FACTOR	ACTUAL ACCOMPLISHMENT		RAT	ING		REMARKS
	(Target + Measure)	ACTUAL ACCOMPLISHMENT	Q ¹	E ²	Т	A ⁴	
Implementation of Approved RSUs on Motor Vehicle Registration System (MVRS) in the asbence of Dolores Lee	RSU implementation is based on MC No. RTD 2011-1518 abd ACL-2009-1139 without error within 8 working hours upon receipt. RSUs with errors shall be returned to Customer Care within 24 hoirs for further action.	RSUs implemented within 8 working hours upon receipt. RSUs returned to Customer Care within 24 hoirs upon receipt.					
Answering phone calls	Courteous and receptive, with clear speaking voice, follows protocol in receiving/marking calls for superior; information noted, screened and relayed properly and accurately.	Phone calls answered promptly (not more than 3 rings.)					
Assistance to Walk-in Clients/ OFFICER OF THE DAY	Assist clients promptly with courtesy and respect, listen attentively to complaints and queries, refer clients to proper offices/persons within an hour upon arrival in the office	Assist clients within an hour upon arrival in the office.					
Assistance to Walk-in Clients/ OFFICER OF THE DAY	Assist clients promptly with courtesy and respect, listen attentively to complaints and queries, refer clients to proper offices/persons within an hour upon arrival in the office	Assist clients within an hour upon arrival in the office.					

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
ANALEE C. CORBETA		i certify that I discussed my assessment of the performance with the employee MA. PERPETUA FELICIDAD R. UBALDO	February 27, 2023	CLAUDIOS, BONSOL JR	February 27, 2023
Administrative Aide VI		OIC, MID Records Section		Acting MID	

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Rating:

1 - Poor

2 - Unsatisfactory

3 - Satisfactory

4 - Very Satisfactory

5 - Outstanding

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TARGET FOR THE YEAR 2023

	ANALEE C.	CORBETA
10		

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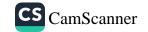
JANUARY 2023 TO JUNE 2023

marbeta ANALEE C. CORBETA

Ratee

February 27, 2023

Reviewed by:	1	Date	Approved by:					Date
MA. PERPETUA FELICIDAD	R. UBALDO	February 27, 2023	CLAUDIO B. BONSOL JR				1	ebruary 27, 2023
OIC, MID - Records S	ection		Acting Chief, Management Informat	ion Divisi	ion			
MAJOR FINAL OUTPUT	SUCCESS FA	ACTOR	ACTUAL ACCOMPLISHMENT		RA	TING		REMARKS
MAJOR FINAL OUTPOT	(Target + Me	easure)	ACTORE ACCOUNTED TO	Q ¹	E ²	T	A ⁴	
STRATEGIC PRIORITY								
Verification of Motor Vehicle	All request are verified through the base, results printed and repersonnel for preparation of working hours upon receipt	eleased to concerned of reply, within 4	a Printed /Verified Data Prepared information and dendorsement					
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SUPPORT FUNCTION								
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MAJOR FINAL OUTPUT	SUCCESS FACTO (Target + Measu		ACTUA	L ACCOMPLISHMENT		RA	TING		REMARKS
	(Target + Ivieasu	irej			Q ¹	E ²	T	A ⁴	
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nal Average Rating									
mments and Recommendation for Dev	velopment Purposes								
Discussed With	Date	Assess		Date	Final	Rankin	g By		Date
Aumbita		employee	Sessment of the performance		1	N			
ANALEE C. CORBETA	February 27, 2023 MA. P	PERPETUA RELICIE		February 27, 2023	CLAUDIC	B. BON	NSOL JR	:	February 27, 2023
Administrative Aide VI		OIC, MID - Rec			Actin	g MID			

3 - Timeliness

3 - Satisfactory

2 - Efficiency

2 - Unsatisfactory

1 - Quality

1 - Poor

4 - Average

4 - Very Satisfactory

Legend:

Rating:

CS CamScanner

5 - Outstanding