INDIVIDUAL PEFORMANCE COMMITMENT AND REVIEW (IPCR)

I. RAFAEL BA WASS		TARGET FOR THE YEAR 2023	
I, RAFAEL M. ILAOG JR.	ofMID - Records Section	, commit to deliver and agree to be rated on the attainment of the following target	gets in accordance with the indicated measures for
the period	IANIIARY 2022 TO HINE 202		h N

RAFAEL M. ILAOG JR

Date: February 27, 2023

Reviewed by:	1/	Date	Approved by:					Date
MA, PERPETUA FELICIDAD R.	UBALDO	February 27, 2023	CLAUDIO B. BONSOL JR				Fe	ebruary 27, 2023
OIC, MID - Records Sect			Acting Chief, Management Information	Divisio	n			
MAJOR FINAL OUTPUT	SUCCESS		ACTUAL ACCOMPLISHMENT		RAT	ING		REMARKS
mack in the control	(Target + I	Measure)		Q ¹	E ²	Т	A ⁴	
STRATEGIC PRIORITY								
Assistance to Walk-in Clients/ OFFICER OF THE DAY	Assist clients promptly we respect, listen attentivel queries, refer clients to within an hour upon arr	y to complaints and proper offices/persons	Assist clients within an hour upon arrival in the office.					
CORE FUNCTIONS								
Reproduction of official documents	Properly arranged and c documents, no necessar paper, immediately upor	y wastage in tonerand	upon instruction by head/supervisor, double checked attachment from any missing file properly arranged and collated					
Receiving /Recording and releasing of documents	Action requires utmost of handling of documents, noted,m subject matter recorded in the logbook	with attachments and origin correctty	Documents filed within the prescribed deadlines and retrieved within 2 hours.					
SUPPORT FUNCTION								
Answering phone calls	Courteous and receptive voice, follows protocol in calls for superior; inform and relayed properly and	n receiving/marking nation noted, screened	Phone calls answered promptly (not more than 3 rings.)					



MAJOR FINAL OUTPUT	SUCCESS FACTOR	ACTUAL ACCOMPLISHMENT		RAT	ING		REMARKS
	(Target + Measure)	ACTORE ACCOUNTED THE CONTROL OF THE	Q ¹	E ²	Т	A ⁴	
ing of documents and retrieval of ocuments		Documents filed within the prescribed deadlines and retrieved within 2 hours.					

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
RAFAEL M ILAOG JR. Administrative Aide III		I certify that I discussed my assessment of the performance with the employee MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section	February 27, 2023	CLAUDIO B/BONSOL JR Acting/MID	February 27, 2023

Legend: Rating: 1 - Quality 1 - Poor 2 - Efficiency

2 - Unsatisfactory

3 - Timeliness 3 - Satisfactory 4 - Average

4 - Very Satisfactory

5 - Outstanding

INDIVIDUAL PEFORMANCE COMMITMENT AND REVIEW (IPCR)

	RAFAEL	M.	ILAOG	JR.
the	period			

TARGET FOR THE YEAR 2023

_	OI	IVIID -	Kecor	as Section	
	**				i

__, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for

JULY 2023 TO DECEMBER 2023

RAFAEL M. ILAOG JR

Ratee

Date: February 27, 2023

Reviewed by:	1	Date	Approved by:					Date
MA PERPETUA FELICIDAD R.	UBALDO	February 27, 2023	CLAUDIO B. BONSOL JR				Fe	ebruary 27, 2023
OIC, MID - Records Sec			Acting Chief, Management Information	Divisio	n			
MAJOR FINAL OUTPUT	SUCCESS FA	CTOR	ACTUAL ACCOMPLISHMENT		RAT	ING		REMARKS
MAJOR FINAL GOTFOT	(Target + Me	asure)		Q ¹	E ²	Т	A ⁴	
STRATEGIC PRIORITY								
Assistance to Walk-in Clients/ OFFICER OF THE DAY	Assist clients promptly with respect, listen attentively t queries, refer clients to pro within an hour upon arriva	o complaints and oper offices/persons	Assist clients within an hour upon arrival in the office.					
CORE FUNCTIONS								н
Reproduction of official documents	Properly arranged and colledocuments, no necessary version paper, immediately upon in	vastage in tonerand	upon instruction by head/supervisor, double checked attachment from any missing file properly arranged and collated					
Receiving /Recording and releasing of documents	Action requires utmost cou handling of documents, wi noted,m subject matter an recorded in the logbook, n	th attachments d origin correctty	Documents filed within the prescribed deadlines and retrieved within 2 hours.					
SUPPORT FUNCTION								
Answering phone calls	Courteous and receptive, v voice, follows protocol in r calls for superior; informat and relayed properly and a	eceiving/marking ion noted, screened	Phone calls answered promptly (not more than 3 rings.)					



MAJOR FINAL OUTPUT	SUCCESS FACTOR	ACTUAL	ACCOMPLISHMENT		RAT	ING		REMARKS
filing of docum	(Target + Measure)	7,0,0,10		Q ¹	E ²	Т	A ⁴	
filing of documents and retrieval of documents	Documents sorted , filed and labelled witho error, no missing documents, within the prescribed deadlines, documents retrieved within 2 hous	Documents filed within retrieved within 2 hour	n the prescribed deadlines and rs.					
Final Average Rating								
Comment								
Comments and Recommendation for D	evelopment Purposes							
Comments and Recommendation for D Discussed With	evelopment Purposes Date A	sessed by	Date	Fina	ıl Rankir	ng By		Date
RAPAEL M. JAOG JR.	Date I certify that I discussed m with the employee	assessment of the performance	Date February 27, 2023	Fina	R		IR.	Date February 27, 202
blow,	Date I certify that I discussed main the employee			CLAUDIO	R	NSOL	IR	
RAPAEL M. YAOG JR.	February 27, 2023 MA. PERPETUA EL OIC, MID	LICIDAD R. UBALDO Records Section	February 27, 2023	CLAUDIO	A BO	NSOL	IR	
RAFAEL M. JAOG JR. Administrative Aide III	Date I certify that I discussed main the employee	assessment of the performance	February 27, 2023 4 - Average	CLAUDIO	ng MID	NSOL	IR	