## INDIVIDUAL PEFORMANCE COMMITMENT AND REVIEW (IPCR)

TARGET FOR THE YEAR 2023 oMID - Records Section

MA. PERPETUA FELICIDAD R. UBALDO

\_, 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

MA. PERPETUA FELIGIDAD R. UBALDO Ratee

Date:

Reviewed by: //, Date			Approved by:				Date		
CLAUDIO B. BONSOL JR			GIOVANNI Z. LOPEZ	GIOVANNI Z. LOPEZ					
Acting Chief, Management Info	ormation Division	EXECUTIVE DIRECTOR							
MAJOR FINAL OUTPUT SUCCESS FA			ACTUAL ACCOMPLISHMENT	RATING  Q <sup>1</sup> E <sup>2</sup> T			A <sup>4</sup>	REMARKS	
	(Target + M	easure	uiej		E 1		^		
STRATEGIC PRIORITY Staff Supervision	Communicates in a clear, concis policies, programs and issues in comprehensively to the staff; El procedures consistently; Monit performance, and coaches/mot performances and reinforced stactivities to qualified staff; Man performance/productivity in all plans and programs and consist mission/goals using team approgaps and discusses learning and the staff; Continuosly gives clea performance feedback and rein workplace relationship and objeany; based on planned schedule	telligently and inforces policies and ors staff work ivates for improved irrengths; Deligates lages staff ignment with the Division ent with the Department's lach; Identifies perfomance of development options with or and objective forcement; Handles ectively resolves conflicts, if	e Continuosly gives clear and objective performance feedback and h reinforcement; Handles workplace relationship and objectively resolves conflicts, if any; based on planned schedules and deadlines. Accomplished within planned schedules and deadlines.						
	Standards: Based on planned so coaching and/or resolution of caction should be at least 1 hour existence of issues or coflicts.	onflicts, however, the	Accomplished within planned schedules and deadlines. Non- conflicting issues or conflicts experienced.						



oject	pre-procurement and pre-b	id conferences; Determine the take post-qualification of the other relatedreports for form such other related	Prepares the bidding documents for posting; Conducts of pre- procurement and pre-bid conferences; Determine the eligibility of the bids; Undertake post-qualification of the winning bidder; Summarize other relatedreports for submission to the BAC; Perform such other related functions as may be necessary;				
	Standard: Based on the plan	nned schedules and deadlines	Standard: Based on the plan	ned schedules and deadlines			
attendance of Various Committee meetings	Must have attend the mee inputs As scheduled	ting and actively provided	Attend the meeting and acti	vely provided inputs As schedule	i		
SUPPORT FUNCTION							
Performs other tasks that may be assigned by the Chief of MID	Performs other tasks that r MID Standard: Within 4 working		Performs other tasks that n Standard: Within 3 working	nay be assigned by the Chief of M hours upon receipt	ID		
inal Average Rating							
Comments and Recommendation for Development Discussed With	nt Purposes Date	Assessed by		Date	Final Rankir	ng By	Date
MA. PERPETUA FELICIDAD R. UBALDO	Date	I certify that I discussed in performance with the em	my assessment of the				
ADMIN ASSISTANT V		ACTING C				JTIVE DIRECTOR	
egend:	1 - Quality 1 - Poor	2 - Efficiency 2 - Unsatisfactory	3 - Timeliness 3 - Satisfactory	4 - Average 4 - Very Satisfactory	5 - Outstanding		1

INDIVIDUAL	PEFORMANCE	COMMITMENT	AND	REVIEW	(IPCR

MID - D-

MA. PERPETUA FELICIDAD R. UBALDO

TARGET FOR THE YEAR 2023 oMID - 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

## **JANUARY 2023 TO JUNE 2023**

MA. PERPETUA FELICIDAD R. UBALDO

Date:

Reviewed by:		Date	Approved by:					Date			
CLAUDIO B. BONSOL JR		Date	GIOVANNI Z. LOPEZ								
Acting Chief, Management Info	rmation Division		EXECUTIVE DIRECTOR								
/	SUCCESS FACTOR			RATING		RATING		RATING			REMARKS
MAJOR FINAL OUTPUT	(Target + M		ACTUAL ACCOMPLISHMENT		E <sup>2</sup>	Т	A <sup>4</sup>				
STRATEGIC PRIORITY											
Staff Supervision	mission/goals using team appro	intelligently and inforces policies and inforces policies and iterative for improved trengths; Deligates nages staff lignment with the Division tent with the Department's pach; Identifies perfomance of development options with air and objective inforcement; Handles ectively resolves conflicts, if iterative inforcements in the deadlines.									

THE STATE OF THE S	SUCCESS FACTOR (Target + Measure)		ACTUAL ACCOMPLISHMENT			RAT	REMARKS			
MAJOR FINAL OUTPUT						E	T	A <sup>4</sup>		
T Project	Prepares the bidding documents pre-procurement and pre-bid co eligibility of the bids; Undertake winning bidder; Summarize othe submission to the BAC; Perform functions as may be necessary;	onferences; Determine the post-qualification of the er relatedreports for	Prepares the bidding documents for posting; Conducts of pre- procurement and pre-bid conferences; Determine the eligibility of the bids; Undertake post-qualification of the winning bidder; Summarize other relatedreports for submission to the BAC; Perform such other related functions as may be necessary; Standard: Based on the planned schedules and deadlines			E <sup>3</sup> T A <sup>4</sup>				
	Standard: Based on the planned	schedules and deadlines								
ttendance of Various Committee meetings	Must have attend the meeting inputs As scheduled	and actively provided	Attend the meeting and acti	ively provided inputs As scheduled						
SUPPORT FUNCTION										
erforms other tasks that may be assigned by the hief of MID	Performs other tasks that may be MID Standard: Within 4 working hou		Performs other tasks that n Standard: Within 3 working	nay be assigned by the Chief of MID hours upon receipt						
nal Average Rating										
omments and Recommendation for Developmen				Date	Final Rank	king By			Date	
Discussed With	Date	Assessed by I certify that I discussed m performance with the em	playee	Date						
MA. PERPETUA FELICIDAD R. UBALDO			. BONSOL JR			ANNI Z.				
ADMIN ASSISTANT V		ACTING CHIEF MID				EXECUTIVE DIRECTOR				

3 - Timeliness

3 - Satisfactory

2 - Efficiency

2 - Unsatisfactory

1 - Quality

1 - Poor

Legend:

Rating:

4 - Average

4 - Very Satisfactory

5 - Outstanding

nermme.