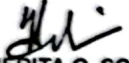



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) TARGET

I, MARCELINA C. HUGO, of the MANAGEMENT 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, 2023.

Marcelina C. Hugo
Employee 2-21-2023

Reviewed by:	Date:	Approved by:	Date:
 EMERITA O. SOLIVEN	2.24.2023	 EMERITA O. SOLIVEN	
Immediate Supervisor		Head of Division	
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
CORE FUNCTIONS							
Personnel Supervision							
Personnel Administration and Supervision of Management Division	90% communicates in clear, concise manner, discuss the policies, plans, program and issues intelligently and comprehensively, enforces policies and procedures consistently, monitors staff work performance and coaches/ motivates for improved performance and reinforced strengths, delegates activities to qualified staff, manages staff performance productivity in alignment with the Office's mandates, mission and vision.						
Formulation of Policies and Guidelines							
Policies and Guidelines Recommended for implementation	Provide inputs and comments on policies formulated / recommended for approval and implementation with 90% accuracy at the end of the semester.						

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System							
Operation Management and Supervision of the Management Division	90% reviews, monitors goals and procedures and evaluates the effectiveness and quality of the Division's plans and programs, identifies problem areas or forecasts program needs in strategic plans, recommends possible solutions and/or makes logical decisions based on available data, establishes priorities and provides timetable for attainment of goals and objectives, implements internal control systems and manages available resources efficiently, based on planned schedules and deadlines.						
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.						
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.						
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of four (4) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs		-	-	-	-	
Update of Uncomplied Audit Findings	Review/ initial the updated uncomplied audit findings of the district offices with 90% accuracy with 2 revisions and prepare memoranda to the Regional Directors as needed.						
EODB-EGSD Monitoring Activities	Conduct of monitoring activities of four (4) field offices on the compliance to RA 11032 with 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.		-	-	-	-	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Semi-Annual EODB Report of the Central Office and Endorsement of Consolidated Central and Regional Offices EODB Reports to the DOTr	Review the Central Office Sub-Committee Reports and assist in the submission to the CART Chair the Regional Offices' EODB Semi-Annual Reports for consolidation and endorsement to DOTr with 90% accuracy and completeness with 2 revisions, properly noted and released within 5 days upon receipt of the reports						
Facilitation of Clearances of retired/retirable or resigned officials and employees	Facilitate/initial clearances of retired/retirable or resigned officials and employees with 90% accuracy, properly noted and released within seventy-two (72) hours from receipt.						
Non-Routine Communications	Prepare communications for submission to Top Management and review other non-routine communications, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seventy-two (72) from receipt.						
Routine Communications	Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees and review other routine communications after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format, properly noted and released within twenty-four (24) hours from receipt. This also includes queries from employees or private individuals or other office requirements.						
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
Support Functions: (All other functions)							
Committee Membership Meetings	90% participation in the meetings conducted as member of the CART, Steering, Executive, Management and other Committees.						
Attend various actual and virtual trainings/seminars/ conference/meetings and prepare required report/output	Attend various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.						
Preparation of Monthly Attendance Report	Review six (6) accurate and complete report based on the DTRs signed by the employees and supervisor, approved application for leave and travel order (if any) are attached, submitted with 2 revisions, after 7 days upon receipt of all signed DTRs.						



MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
Monthly/Annual Mgt. Division's Accomplishment Reports	Review and initial with 90% accuracy and completeness the six (6) Monthly/ Annual Management Division Accomplishment reports based on the Management Division Tracking of Documents with 3 revisions, submitted within the Semester.						
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.						
Receiving/recording and Recording/Releasing of Documents	Action requires utmost courtesy and proper handling of documents with attachments noted, subject matter and origin correctly encoded in the documents tracking system or recorded in the logbook with 90% accuracy with 2 errors; no missing document. All documents received and released within the day are encoded or recorded on the same day.						
	Monitor the encoding of policies with 90% accuracy and completeness for verification/reference and easy retrieval within the day upon receipt.						
Monitor the Filing of Documents	Monitor the sorting and filing of documents without error; no missing document and file within three days upon receipt.	Monitored the sorting and filing of documents without error; no missing document and file within three days upon receipt.					
Reproduction of Official Documents and other materials	Monitor the proper arrangement and collating of documents; no missing documents. Under normal condition, action shall be within thirty (30) minutes upon instruction.	Monitored the proper arrangement and collating of documents; no missing documents. Under normal condition, action shall be within thirty (30) minutes upon instruction.					

TOTAL OVER-ALL RATING				
Core Functions				
Support Functions				
FINAL AVERAGE RATING				
ADJECTIVAL RATING				
Comments and Recommendations for Development Purposes				
Discussed with:	Date:	Assessed by:	Date:	Final Ranking by: Date:
Marcelina C. Hugo Employee		Emerita O. Soliven Immediate Supervisor		Emerita O. Soliven Chief, Management Division

INDIVIDUAL PERFORMAMANCE COMMITMENT AND REVIEW (IPCR) TARGET

I, MARCELINA C. HUGO, of the MANAGEMENT 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 July 1 to December 31, 2023.

Marcelina C. Hugo
Employee 2-28-2023

Reviewed by:	Date:	Approved by:	Date:
 EMERITA O. SOLIVEN	2-28-2023	 EMERITA O. SOLIVEN	
Immediate Supervisor		Head of Division	
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
CORE FUNCTIONS							
Personnel Supervision							
Personnel Administration and Supervision of Management Division	90% communicates in clear, concise manner, discuss the policies, plans, program and issues intelligently and comprehensively, enforces policies and procedures consistently, monitors staff work performance and coaches/ motivates for improved performance and reinforced strengths, delegates activities to qualified staff, manages staff performance productivity in alignment with the Office's mandates, mission and vision.						
Formulation of Policies and Guidelines							
Policies and Guidelines Recommended for implementation	Provide inputs and comments on policies formulated / recommended for approval and implementation with 90% accuracy at the end of the semester.						

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System							
Operation Management and Supervision of the Management Division	90% reviews, monitors goals and procedures and evaluates the effectiveness and quality of the Division's plans and programs, identifies problem areas or forecasts program needs in strategic plans, recommends possible solutions and/or makes logical decisions based on available data, establishes priorities and provides timetable for attainment of goals and objectives, implements internal control systems and manages available resources efficiently, based on planned schedules and deadlines.						
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.						
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.						
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of four (4) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs		-	-	-	-	
Update of Uncomplied Audit Findings	Review/ initial the updated uncomplied audit findings of the district offices with 90% accuracy with 2 revisions and prepare memoranda to the Regional Directors as needed.						
EODB-EGSD Monitoring Activities	Conduct of monitoring activities of four (4) field offices on the compliance to RA 11032 with 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.		-	-	-	-	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Semi-Annual EODB Report of the Central Office and Endorsement of Consolidated Central and Regional Offices EODB Reports to the DOTr	Review the Central Office Sub-Committee Reports and assist in the submission to the CART Chair the Regional Offices' EODB Semi-Annual Reports for consolidation and endorsement to DOTr with 90% accuracy and completeness with 2 revisions, properly noted and released within 5 days upon receipt of the reports						
Facilitation of Clearances of retired/retirable or resigned officials and employees	Facilitate/initial clearances of retired/retirable or resigned officials and employees with 90% accuracy, properly noted and released within seventy-two (72) hours from receipt.						
Non-Routine Communications	Prepare communications for submission to Top Management and review other non-routine communications, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seventy-two (72) from receipt.						
Routine Communications	Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees and review other routine communications after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format, properly noted and released within twenty-four (24) hours from receipt. This also includes queries from employees or private individuals or other office requirements.						
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Support Functions: (All other functions)							
Committee Membership Meetings	90% participation in the meetings conducted as member of the CART, Steering, Executive, Management and other Committees.						
Attend various actual and virtual trainings/seminars/ conference/meetings and prepare required report/output	Attend various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.						
Preparation of Monthly Attendance Report	Review six (6) accurate and complete report based on the DTRs signed by the employees and supervisor, approved application for leave and travel order (if any) are attached, submitted with 2 revisions, after 7 days upon receipt of all signed DTRs.						

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
Monthly/Annual Mgt. Division's Accomplishment Reports	Review and initial with 90% accuracy and completeness the six (6) Monthly/ Annual Management Division Accomplishment reports based on the Management Division Tracking of Documents with 3 revisions, submitted within the Semester.						
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately within the day.						
Receiving/recording and Recording/Releasing of Documents	Action requires utmost courtesy and proper handling of documents with attachments noted, subject matter and origin correctly encoded in the documents tracking system or recorded in the logbook with 90% accuracy with 2 errors; no missing document. All documents received and released within the day are encoded or recorded on the same day.						
	Monitor the encoding of policies with 90% accuracy and completeness for verification/reference and easy retrieval within the day upon receipt.						
Monitor the Filing of Documents	Monitor the sorting and filing of documents without error; no missing document and file within three days upon receipt.	Monitored the sorting and filing of documents without error; no missing document and file within three days upon receipt.					
Reproduction of Official Documents and other materials	Monitor the proper arrangement and collating of documents; no missing documents. Under normal condition, action shall be within thirty (30) minutes upon instruction.	Monitored the proper arrangement and collating of documents; no missing documents. Under normal condition, action shall be within thirty (30) minutes upon instruction.					

TOTAL OVER-ALL RATING				
Core Functions				
Support Functions				
FINAL AVERAGE RATING				
ADJECTIVAL RATING				
Comments and Recommendations for Development Purposes				
Discussed with:	Date:	Assessed by:	Date:	Final Ranking by: Date:
Marcelina C. Hugo Employee		Emerita O. Soliven Immediate Supervisor		Emerita O. Soliven Chief, Management Division