

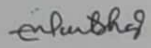
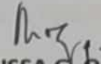
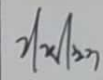
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I Michael H. Marquez of Equipment 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 **July 01 to October 16, 2022.**

Michael H. Marquez
MICHAEL H. MARQUEZ
Employee

Reviewed by :	Date	Approved by :					Date
MARIA CLARISSA G. OGSIMER Immediate Supervisor	7/2/22	ENGR ROBERTO S. SE Head of Office					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
			Ratings Q E T A				Remarks
STRATEGIC PRIORITY							
Supervise/monitor activities of equipment unit personnel	Supervises/monitors activities of Equipment Unit personnel with 100% accuracy	Supervised/monitored activities of Equipment Unit personnel with 95% accuracy	5	4	5	4.67	
Conduct Physical Inventory of Semi-Expendable Equipment	Conducts physical inventory of semi-expendable equipment with 100% timeliness	Conducted physical inventory of semi-expendable equipment with 95% timeliness	5	5	4	4.67	
CORE FUNCTION			Q	E	T	A	Remarks
Sign/initial documents in relation with equipment matters	Signs/initials checklist of returned item/property, property acknowledgement receipt (PAR), property transfer report (PTR) and inventory custodian receipt (ICS) and other documents with 100% accuracy	Signed/initialled checklist of returned item/property, property acknowledgement receipt (PAR), property transfer report (PTR) and inventory custodian receipt (ICS) and other documents with 95% accuracy	5	5	4	4.67	

Submit inventory of serviceable/ unserviceable of semi-expandables reports	Submits inventory of serviceable/ unserviceable of semi-expandables reports with 100% timeliness	Submitted inventory of serviceable/ unserviceable of semi-expandables reports with 95% timeliness	5	5	4	4.67	
Update masterlist of serviceable and unserviceable properties and equipment	Updates masterlist of serviceable and unserviceable properties and equipment with 100% accuracy	Updated masterlist of serviceable and unserviceable properties and equipment with 90% accuracy	5	4	4	4.33	
SUPPORT FUNCTIONS			Q	E	T	A	Remarks
Disposal Committee (LTO-DAC), (LTO-DCUIMV)	Determines, appraises and disposes of unserviceable property and equipment and all impounded vehicles of LTO-CO with 100% efficiency	Determined, appraised and disposed of unserviceable property and equipment and all impounded vehicles of LTO-CO with 95% efficiency	5	4	5	4.67	
Inspection Committee	Inspects as to quantity (hardware only) of DOTr-IT Road Infrastructure Project- Component B with 100% timeliness	Inspected as to quantity (hardware only) of DOTr-IT Road Infrastructure Project- Component B with 95% timeliness	4	5	5	4.67	
Member of LTO Gender and Development - Technical Working Group (GAD-TWG)	Formulates GAD's plan, program and budget in response to the gender gaps and issue faces by clients and employees. Works on the development program of gender equality and to implement of GAD's related programs with 100% accuracy	Formulated GAD's plan, program and budget in response to the gender gaps and issue faces by clients and employees. Worked on the development program of gender equality and to implement of GAD's related programs with 95% accuracy	5	4	5	4.67	
Total Over-all Rating			39	36	36	37	
Final Average Rating			4.88	4.50	4.50	4.63	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :							

Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date
 MICHAEL H. MARQUEZ Employee	2-23-2023	I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. OGSIMER OIC, Property Section	 ENGR. ROBERTO S. SE Chief, Administrative Division		

Legend : (1) QUALITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE

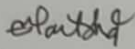


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **Michael H. Marquez** of **Equipment 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 **October 17 to December 31, 2022**.

Michael H. Marquez
MICHAEL H. MARQUEZ
 Employee

Reviewed by :	Date	Approved by :	Date												
<i>Maria Clarissa G. Ossimer</i> MARIA CLARISSA G. OSSIMER	<i>2/24/24</i>	LOUELLA V. MUTIA													
Immediate Supervisor		Head of Office													
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor												
			<table border="1"> <tr> <th colspan="4">Ratings</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> </tr> </table>				Ratings				Remarks	Q	E	T	A
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CORE FUNCTION			Q	E	T	A									
Sign/initial documents in relation with equipment matters	Signs/initials checklist of returned item/property, property acknowledgement receipt (PAR), property transfer report (PTR) and inventory custodian receipt (ICS) and other documents with 100% accuracy	Signed/initialed checklist of returned item/property, property acknowledgement receipt (PAR), property transfer report (PTR) and inventory custodian receipt (ICS) and other documents with 95% accuracy	5	5	4	4.67									

Submit inventory of serviceable/ unserviceable of semi-expandables reports	Submits inventory of serviceable/ unserviceable of semi-expandables reports with 100% timeliness	Submitted inventory of serviceable/ unserviceable of semi-expandables reports with 95% timeliness	5	5	4	4.67	
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SUPPORT FUNCTIONS			Q	E	T	A	Remarks
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Total Over-all Rating			34	31	32	32.333	
Final Average Rating			4.86	4.43	4.57	4.62	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :							

Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date
 MICHAEL H. MARQUEZ Employee	2-23-2023	I cerify that I discussed my assesment of the performance with the employee.  MARIA CLARISSA G. OGSIMER OIC, Property Section	 LOUELLA V. MUTIA OIC, Administrative Division		
Legend : (1) QUALITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE					