



LAND TRANSPORTATION OFFICE
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)
OFFICE OF THE ASSISTANT SECRETARY

IPCR

I, JHEREME L. PORTUGAL, Executive Assistant II, delivered and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures covering the period from 21 August to 20 October 2022.

JHEREME L. PORTUGAL

January 03, 2023

Date

REVIEWED AND APPROVED BY:

Name: PRECIOUS MARIE C. TONDARES

Position: Chief, Planning Staff, OASEC

Date: January 03, 2023

R	5 - Outstanding
A	4 - Very Satisfactory
T	3 - Satisfactory
I	2 - Unsatisfactory
N	
G	1 - Poor

MAJOR FINAL OUTPUT	SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	E	T	Ave.	
Take charge in the computation of the Revenue Collection for newly registered motor vehicles per region.	Sometimes, all data are encoded accurately, all relevant information included; Sometimes all communications encoded prior the deadline.	Sometimes, all data are encoded accurately, all relevant information included; Sometimes all communications encoded prior the deadline.	5	5	4.5	4.83	
Task to compute the Revenue Collection for the Student Permit and Driver's License transactions per region.	Sometimes, all data are encoded accurately, all relevant information included; Sometimes all communications encoded prior the deadline.	Sometimes, all data are encoded accurately, all relevant information included; Sometimes all communications encoded prior the deadline.	5	5	4.5	4.83	
Prepare the summary of the above-mentioned Revenue Collection.	Sometimes, all data are encoded accurately, all relevant information included; Sometimes all communications encoded prior the deadline.	Sometimes, all data are encoded accurately, all relevant information included; Sometimes all communications encoded prior the deadline.	5	5	4	4.67	

Receiving person/s seeking assistance or advocating certain actions (Walk-in queries).	Sometimes complete and accurate response in a pleasant, friendly and helpful manner/tone; CSW; takes action to comply or explain why request cannot be granted; Done within the day.	Always complete and accurate response in a pleasant, friendly and helpful manner/tone; CSW; takes action to comply or explain why request cannot be granted; Done within 30 minutes to an hour.	5	5	5	5.00
Encoding of Communications	Sometimes, all Communications encoded accurately, all relevant information included; Sometimes all communications encoded within the day.	Most of the time all communications encoded accurately, all relevant information included; always, all communications encoded within the day.	5	5	4.5	4.83
Receiving guests	Sometimes complete and accurate information, response in a pleasant, friendly, courteous and helpful manner/tone; CSW; Sometimes receives guest immediately upon arrival.	Always complete and accurate information, response in a pleasant, friendly, courteous and helpful manner/tone; CSW; Most of the time receives guest immediately upon arrival.	5	5	5	5.00
Assistance during Meetings	Sometimes assisted in meetings politely and promptly with information/ documents required supplied immediately and accurately; sometimes according to set deadline.	Most of the time assisted in meetings politely and promptly with information/ documents required supplied immediately and accurately; most of the time according to set deadline.	5	4.5	5	4.83
TOTAL RATING			35	34.5	32.5	34
FINAL AVERAGE RATING						4.86
ADJECTIVAL RATING			VERY SATISFACTORY			

Rater's Comments and Recommendations for Development Purposes or Rewards/Promotion:

The above rating has been discussed with me by my Office Head:

Name and Signature of Ratee:	Final Rating by Office Head:
JHEREME L. PORTUGAL	PRECIOUS MARIE C. TONDARES
Position: Executive Assistant II	Position: Chief, Planning Staff, OASEC
Date: January 03, 2023	Date: January 03, 2023



LAND TRANSPORTATION OFFICE
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)
KALOOKAN DISTRICT OFFICE

IPCR

I, **JHEREME L. PORTUGAL**, Executive Assistant II, delivered and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures covering the period from **21 October to 31 December 2022**.

JHEREME L. PORTUGAL

January 03, 2023

Date

REVIEWED AND APPROVED BY:

Name: **FERDINAND M. MAGNO**

Position: Chief, Kalookan D.O

Date: January 03, 2023

R	5 - Outstanding
A	4 - Very Satisfactory
T	3 - Satisfactory
I	2 - Unsatisfactory
N	
G	1 - Poor

MAJOR FINAL OUTPUT	SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	E	T	Ave.	
Evaluate and review documents for renewal of registration of any motor vehicles	Sometimes, all data are evaluated accurately, all relevant information included; CSW; Always done according to set standard.	Sometimes, all data are evaluated accurately, all relevant information included; CSW; Always done according to set standard.	5	5	4.5	4.83	
Assess the veracity and authenticity of the documents submitted	Sometimes, all data are evaluated accurately, all relevant information included; CSW; Always done according to set standard.	Sometimes, all data are evaluated accurately, all relevant information included; CSW; Always done according to set standard.	5	4.5	5	4.83	
Perform miscellaneous transactions such as but not limited to transfer of ownership, change color, additional registration for topload and topbox, etc.	Sometimes complete and accurate information are encoded, response in a pleasant, friendly, courteous and helpful manner/tone; CSW; Always done according to set standard.	Sometimes complete and accurate information are encoded, response in a pleasant, friendly, courteous and helpful manner/tone; CSW; Always done according to set standard.	5	4.5	5	4.83	

Receiving person/s seeking assistance or advocating certain actions (Walk-in queries).	Sometimes response in a pleasant, friendly and helpful manner/tone; CSW; takes action to comply or explain why request cannot be granted; Done within the day.	Always response in a pleasant, friendly and helpful manner/tone; CSW; takes action to comply or explain why request cannot be granted; Done within the day.	5	5	5	5.00	
Encoding of Communications	Sometimes, all Communications encoded accurately, all relevant information included; Sometimes all communications encoded within the day.	Most of the time all communications encoded accurately, all relevant information included; always, all communications encoded within the day.	4	5	5	4.67	
Assistance during Meetings	Sometimes assisted in meetings politely and promptly with information/ documents required supplied immediately and accurately; sometimes according to set deadline.	Most of the time assisted in meetings politely and promptly with information/ documents required supplied immediately and accurately; most of the time according to set deadline.	4	5	4	4.33	
		TOTAL RATING	28	29	28.5	28.50	
		FINAL AVERAGE RATING				4.75	
		ADJECTIVAL RATING	VERY SATISFACTORY				

The above rating has been discussed with me by my Office Head: