

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **EDWIN M. GONZALES**, of the **Office of the Assistant Secretary**, 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 to November 15, 2022**.

**EDWIN M. GONZALES**  
Ratee

Date:

02/27/23

Approved by:

Date

**ATTY. TEOFILO E. GUADIZ III**  
Head of Division

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Reproduce official documents, and other materials	Reproduce official documents, and other materials, with 95% efficiency	Reproduced official documents, and other materials; with 90% efficiency	4	4	5	4.3	
File and retrieve documents/newspapers/publications	File and retrieve documents/newspapers/publications, with 95% efficiency	Filed and retrieved documents/newspapers/publications accurately, with 95% efficiency	4	5	4	4.3	
<b>Core Function:</b>							
Maintain stock of office supplies/materials	Maintain stock of office supplies/materials, with 100% efficiency	Maintained office supplies/materials, with 95% efficiency	5	5	5	5	
Dispose of documents	Dispose documents, with 90% efficiency	Disposed documents accurately and efficiently; with 95% efficiency	5	5	4	4.6	
<b>Support Function:</b>							
Perform other duties assigned from time to time	Perform other tasks assigned by the immediate supervisor from time to time, with 90% efficiency	Performed other tasks assigned by the immediate supervisor from time to time. With 90% efficiency	5	5	4	4.6	
<b>Final Average Rating</b>			4.6	4.8	4.4	4.6	

## Comments and Recommendations for Development Purposes

Discussed with	Date	I certify that I discussed my assessment of the performance with the employee.	Final Ranking by	Date
<b>EDWIN M. GONZALES</b> Employee	02/27/23		<b>ATTY. TEOFILO E. GUADIZ III</b> Head of Division	

Legend

1 - Quality

2 - Efficiency

3 -  
Timelin  
ess

4 - Average

3 -  
Satisfac  
tory

4 - Very  
Satisfactory

5 - Outstanding

Rating

1 - Poor

2 - Unsatisfactory

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **EDWIN M. GONZALES**, of the **Office of the Assistant Secretary**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **November 16 to December 31, 2022**

**EDWIN M. GONZALES**  
Ratee

Date:

02/27/23

Approved by:

Date

**ATTY. JOSE ARTURO M. TUGADE**  
Head of Division

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Reproduce official documents, and other materials	Reproduce official documents, and other materials, with 95% efficiency	Reproduced official documents, and other materials; with 90% efficiency	4	4	5	4.3	
File and retrieve documents/newspapers/publications	File and retrieve documents/newspapers/ publications, with 95% efficiency	Filed and retrieved documents/newspapers/publications accurately, with 95% efficiency	4	5	4	4.3	
<b>Core Function:</b>							
Maintain stock of office supplies/materials	Maintain stock of office supplies/materials, with 100% efficiency	Maintained office supplies/materials, with 95% efficiency	5	5	5	5	
Dispose of documents	Dispose documents, with 90% efficiency	Disposed documents accurately and efficiently; with 95% efficiency	5	5	4	4.6	
<b>Support Function:</b>							
Perform other duties assigned from time to time	Perform other tasks assigned by the immediate supervisor from time to time, with 90% efficiency	Performed other tasks assigned by the immediate supervisor from time to time. With 90% efficiency	5	5	4	4.6	
<b>Final Average Rating</b>			4.6	4.8	4.4	4.6	

## Comments and Recommendations for Development Purposes

Discussed with	Date	I certify that I discussed my assessment of the performance with the employee.		Final Ranking by	Date
<b>EDWIN M. GONZALES</b> Employee	02/27/23			<b>ATTY. JOSE ARTURO M. TUGADE</b> Head of Division	
Legend	1 - Quality	2 - Efficiency	3 - Timeliness	4 - Average	
Rating	1 - Poor	2 - Unsatisfactory	3 - Satisfactory	4 - Very Satisfactory	5 - Outstanding