
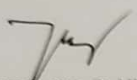
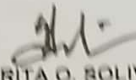


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, NELIA ALYSSA G. ALABON, 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 01 to December 31, 2022.

  
 Nelia Alyssa G. Alabon  
 Employee  
 Date: 6/28/2023

Reviewed by:	Date: <u>2-28-2023</u>	Approved by:	Date:
 MARCELINA C. HUGO Immediate Supervisor		 EMERITA O. SOLIVEN Head of Division	<u>2/28/2023</u>
			5 = Outstanding 4 = Very Satisfactory 3 = Satisfactory 2 = Unsatisfactory 1 = Poor



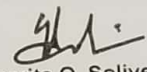
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remark
			Q1	E2	T3	A4	
CORE FUNCTIONS							
Monitoring Compliance to Office Policies, Rules and Regulations, and Internal Control System							
Review of Existing Policies	Review and examine existing policies related to LTO's 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.	<p>Reviewed and examined existing policies related to LTO's core functions: Registration, Licensing, LETAS, together with EODB, Admin, and Finance Functions and determined the gap between the implementation of policies and actual application in the LTMS and provided recommendations with 92% accuracy for improvement and linkage to close the gap.</p> <p>The LTMS Evaluation Team Reports were consolidated into one (1) report, the LTMS Evaluation Team Report and this was forwarded to the Steering Committee, Office of the Executive Secretary, Commission on Audit- LTO, Management Information Division (MID), Team Leaders, Dermalog, and Regions.</p>	5	5	4	4.67	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
	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.	Reviewed the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed.	5	5	4	4.67	
Management Audit / Validation of RIAS Audit findings	<p>Conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) 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 &amp; Procedures and in the prescribed format within 30 days.</p> <p>Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans &amp; Programs.</p>	<p>Conducted Management Audit (Financial Aspects) of the following LTO DOs/LCs:</p> <ul style="list-style-type: none"> <li>• San Juan Licensing Center</li> <li>• Laoag District Office</li> <li>• Candon District Office</li> </ul> <p>Audit report for San Juan Licensing was already submitted.</p> <p>Drafted <b>three (3)</b> Special Audits for submission to Top Management, 92% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seventy-two (72) hours from receipt, to wit:</p> <ul style="list-style-type: none"> <li>• Observations and Recommendations for the Improvement of LTO's Emergency Medical Response addressed to the Medical Unit of the Central Office</li> <li>• Deliveries of MC Plates and Other Raw Materials Worth Php 209,453,040.00</li> <li>• Inventory of MV Blank Plates under the accountability of the Plate Making Plant (PMP)</li> </ul>	5	5	4	4.67	
Update of Uncompiled Audit Findings	Update the uncompiled audit findings of the district offices of regions 9 and 10 with 90% accuracy with 2 revisions and prepare memorandum to the Regional Directors as needed.	Drafted <b>two (2)</b> Memoranda re : Uncompiled Audit Findings dated 02 August 2022 addressed to Region IX and Region X Regional Directors to update the regions of their uncompiled audit findings.	5	5	4	4.67	
EODB-EGSD Monitoring Activities	Conduct of monitoring on the EODB-EGSD of eleven (11) field offices on the compliance to RA 11032, 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.	<p>Monitored the conduct of EODB-EGSD Monitoring Activities before ARTA performs onsite monitoring of LTO Muntinlupa District Office.</p> <p>Monitored the conduct of EODB-EGSD Monitoring Activities at the following LTO Offices:</p> <ul style="list-style-type: none"> <li>• San Juan Licensing Center</li> <li>• Laoag District Office</li> <li>• Candon District Office</li> </ul>	5	5	4	4.67	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
	Prepare the Central Office Sub-Committee Reports and submit 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.	Drafted the Central Office Sub-Committee Report with 92% accuracy and completeness with 2 revisions, properly noted and released within 5 days upon receipt of the reports.					
Non-Routine Communications	Prepare communications for submission to the Supervisor, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within ten (10) days upon receipt of the communications.	Drafted comments and inputs of one (1) communication for submission to Top Management, 90% accurate and complete (CSW), documentation properly noted, with 3-5 revisions and released within seventy-two (72) hours from receipt to wit: <ul style="list-style-type: none"> <li>Inputs to Draft Memo of Operations re: Distribution of Plates and Transfer of Membership</li> </ul>	5	4	4	4.33	
Routine Communications	Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt.  This also includes queries from employees or private individuals or other office requirements.	Prepared <b>five (5)</b> letters relative to queries regarding Plate Records for the Special Audits after 92% accurate verification with the Report with 3-5 revisions, which followed the prescribed format, properly noted and released within twenty-four (24) hours from receipt.	5	4	5	4.67	
<b>Support Functions: (All other functions)</b>							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	5	5	5	5	
Committee Membership Meetings	90% participation in the meetings conducted as members of the CART and other Committees.	92% participation in the meetings conducted as member of the CART and other Committees. <b>MVIRS Evaluation Team- 1</b>	5	5	4	4.67	
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.	Attended various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 92% accuracy. <b>AGIA Webinars- 1</b>	5	5	4	4.67	
<b>TOTAL OVER-ALL RATING</b>	<b>MFO</b>	<b>Actual Accomplishments</b>	<b>Rating</b>				
			<b>Ave</b>	<b>%</b>	<b>Rating</b>		
Core Functions			<b>4.62</b>	<b>60</b>	<b>2.77</b>		
Support Functions			<b>4.78</b>	<b>40</b>	<b>1.91</b>		



AL AVERAGE RATING		4.68	
ECTIVAL RATING		Very Satisfactory	
ments and Recommendations for Development Purposes			

Assessed with:	Date:	Assessed by:	Date: 2-28-2023	Final Ranking by:	Date: 2/28/2023
 <b>Nelia Alyssa G. Alabon</b> Employee		I certify that I discussed my assessment of the performance with the employee.   <b>Marcelina C. Hugo</b> Immediate Supervisor		 <b>Emerita O. Soliven</b> Chief, Management Division	