




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MELVIN P. IGUIRON**, of the License Section-Operations 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 to December 2022

MELVIN P. IGUIRON

TRO I

Reviewed by :	Date	Approved by :	Date									
RICHARD M. CORTEZ	February 23, 2023	DANILOU ENCELA	2-25-23									
Immediate Supervisor		Head of Division										
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor									
			Ratings									
STRATEGIC PRIORITY			<table border="1"> <tr> <td>Q</td> <td>E</td> <td>T</td> <td>A</td> <td rowspan="2">Remarks</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Q	E	T	A	Remarks				
Q	E	T	A	Remarks								
OUTPUT 1												
Evaluation of Driver's License Application *Receives and evaluates application for driver's license and student permit 100 % completeness of the attached documents 100 % accuracy as to licensing rules & regulations to evaluate within (2-3) minutes quantity target is 120	* Evaluated driver's license applications and Students Permits 100 % completeness of the attached documents 100 % accuracy as to licensing rules & regulations actual quantity is <u>6,276</u>	<table border="1"> <tr> <td>Q</td> <td>E</td> <td>T</td> <td>A</td> </tr> <tr> <td>5</td> <td>5</td> <td>4</td> <td>4.67</td> </tr> </table>	Q	E	T	A	5	5	4	4.67		
Q	E	T	A									
5	5	4	4.67									
OUTPUT 2												
Encode of Driver's License Cards *Encode driver's license details - To encode within (2-4) mins/transaction quantity target is <u>8,400</u> - 100 % no typhographical error quantity target is 2,400	*Encode driver's license details - To encode within (2-4) mins/transaction quantity target is <u>8,400</u> - 100 % no typhographical error actual quantity is <u>10,460</u>	<table border="1"> <tr> <td>Q</td> <td>E</td> <td>T</td> <td>A</td> </tr> <tr> <td>4</td> <td>5</td> <td>5</td> <td>4.67</td> </tr> </table>	Q	E	T	A	4	5	5	4.67		
Q	E	T	A									
4	5	5	4.67									

OUTPUT 3			Ratings				Remarks
			Q	E	T	A	
Printing of Driver's License Cards	*Prints driver's license cards and release to the applicants 100 % no error quantity target is 2,400	*Prints driver's license cards and release to the applicants 100 % no error actual quantity is <u>10,460</u>	5	5	5	5.00	
OUTPUT 4			Q	E	T	A	
Perform other duties assigned from time to time			5	5	4	4.67	
Total Over-all Rating			19	20	18	19.00	
Final Average Rating			4.75	5.00	4.5	4.75	
Adjectival Rating			Very Satisfactory				
Discussed with :	Date :	Assessed by:	Date	Date	Final Ranking by:	Date	
 MELVIN P. GUIRON Admin Aide VI	2/23/2023	 RICHARD M. CORTEZ Chief, License Section			 DANILO V. ENCELA Head of Division	2-28-23	
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							