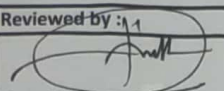


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

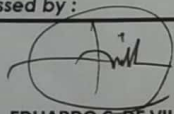
I **ROWENA C. AGUILA** of the General Services Section, Administrative Division commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July 1, 2022 to December 31, 2022**

Rowena C. Aguil
ROWENA C. AGUILA
Administrative Aide

Reviewed by : 	Date :	Approved by :	Date :
Engr. EDUARDO C. DE VILLA		LOUELLA V. MUTIA	
OIC, Gen. Services Section		OIC, Administrative Division	

OUTPUTS	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATINGS				
			5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-			
			1	-			
OUTPUT 1			Q	E	T	A	Remarks
MAILING MANAGEMENT	Assign paste and stick on Bar codes for Registered Mail for endorsement to Philpost for mailing to its proper recipient ton any point in the Phils NCR, Luzon Vizayas & Mindanao & to any point in the world with 90% completeness & accuracy	Assigned paste and stick on Bar codes for Registered Mail for endorsement to Philpost for mailing to its proper recipient ton any point in the Phils NCR, Luzon Vizayas & Mindanao & to any point in the world with 98% completeness & accuracy	4	5	5	4.667	
			Q	E	T	A	Remarks
	Weigh mailing envelops for calculation of postage amount using the electronic Postage Meter Machine Pitney Bowes with 90% completeness and efficiency	Weighed mailing envelops for calculation of postage amount using the electronic Postage Meter Machine Pitney Bowes with 98% completeness and efficiency	5	5	4	4.667	
			Q	E	T	A	Remarks
	Deliver/ transmit to Philpost document for mailing with 95% completeness	Delivered/ transmitted to Philpost document for mailing with 98% completeness	4	5	5	4.667	
OUTPUT 2			Q	E	T	A	Remarks
RECORD MANAGEMENT	Collate / Consolidate/ Categorized Records such as Memorandum, Memo Circulars, Office Orders and others for filing with 90% completeness	Collated/ Consolidated/ Categorized Records such as Memorandum, Memo Circulars, Office Orders and others for filing with 98% completeness	4	5	5	4.667	
OUTPUT 3			Q	E	T	A	Remarks
REPORT	Prepares and Submit monthly report of serially numbered used gummed tape for endorsement to Philpost with 90% completeness	Prepareds and Submitted monthly report of serially numbered used gummed tape for endorsement to Philpost with 98% completeness	5	5	4	4.667	
OUTPUT 4			Q	E	T	A	Remarks
TOTAL OVER-ALL RATINGS			22	25	23	23.33	
FINAL AVERAGE RATING			4.4	5	4.6	4.667	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date :	Assessed by :	Date :	Final Ranking by :	Date :
<i>Rowena C. Aguil</i> ROWENA C. AGUILA		 Engr. EDUARDO C. DE VILLA		LOUELLA V. MUTIA	
Employee		OIC, GENERAL SERVICES SECTION		OIC, Administrative Division	

Legend : 1) Quantity 2) Efficiency 3) Timeliness 4) Average