

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARIETTA J. ARTOZA** of the Planning Staff, 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 of January-June, 2023. (TARGETS)

Marietta J. Artoza
MARIETTA J. ARTOZA
 Employee

Reviewed by:	Date	Approved by:	Date				
<i>mdaus</i> PRECIOUS MARIE C. TONDARES Immediate Supervisor	<i>II/19/2023</i>	<i>[Signature]</i> GIOVANNI Z. LOPEZ Executive Director					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
CORE FUNCTION:			Q	E	T	A	
OUTPUT 1							
Assist in the conduct of Strategic Planning and/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period						
			Ratings				Remarks
			Q	E	T	A	
OUTPUT 2							
MFO 1 Evaluation of Regional Offices based on Statistical Accomplishment vs. Performance Target & Evaluation of Regional Offices based on the Submission of MIS Reports	16 of Regional Offices evaluated according to standards and based on the following aspects: a.) Statistical accomplishment vs. Performance Target b.) Completeness, Accuracy & Timeliness in Submission of MIS Reports Evaluation must be accurate, reliable and valid.						
			Ratings				Remarks
			Q	E	T	A	
OUTPUT 3							
MFO 1 Statistical Services Generation of Statistical Report/ Verification as to MIS Data Accuracy	2 of prepared MIS reports with an effective & accurate statistical reports. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports.						
			Ratings				Remarks
			Q	E	T	A	

			Ratings				Remarks
			Q	E	T	A	
OUTPUT 4							
MFO 1 Statistical Services MIS Reports Monitoring	16 LTO Regional /District Offices who were monitored as to the completeness & timeliness of MIS Reports submission, completeness & deficiencies. If any, of the submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.						
			Ratings				Remarks
			Q	E	T	A	
OUTPUT 5							
MFO 1 Statistical Services Assistance/Address of researcher's need for statistical data & other outputs of the office	25 researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researchers' needs must be addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival.						
Final Average Rating							

Comments and Recommendation for Development Purposes :

Discussed with :	Date : February 2023	Assessed by:	Date	Final Ranking by:	Date:
Marietta J. Artoza MARIETTA J. ARTOZA Employee		PRECIOUS MARIE C. TONDALES Immediate Supervisor	II/19/2023	JOVANNI Z. LOPEZ Executive Director	

: (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE
(1) POOR (2) UNSATISFACTORY (3) SATISFACTORY (4) VERY SATISFACTORY (5) OUTSTANDING

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MARIETTA J. ARTOZA of the Planning Staff, 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 of July-December, 2023. (TARGETS)

Marietta J. Artoza
MARIETTA J. ARTOZA
 Employee

Reviewed by :	Date	Approved by :	Date
<i>mdares</i> PRECIOUS MARIE C. TONDARES Immediate Supervisor	<i>II/13/2023</i>	<i>[Signature]</i> GIOVANNI Z. LOPEZ Executive Director	
OUTPUT	SUCCESS FACTOR	ACTUAL ACCOMPLISHMENT	Ratings
CORE FUNCTION:			Q E T A
OUTPUT 1			
Assist in the conduct of Strategic Planning and/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period		
			Ratings
			Q E T A
OUTPUT 2			
MFO 1 Evaluation of Regional Offices based on Statistical Accomplishment vs. Performance Target & Evaluation of Regional Offices based on the Submission of MIS Reports	16 of Regional Offices evaluated according to standards and based on the following aspects: a.) Statistical accomplishment vs. Performance Target b.) Completeness, Accuracy & Timeliness in Submission of MIS Reports Evaluation must be accurate, reliable and valid.		
			Ratings
			E T A
OUTPUT 3			
MFO 1 Statistical Services Generation of Statistical Report/ Verification as to MIS Data Accuracy	2 of prepared MIS reports with an effective & accurate statistical reports. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports.		

		Ratings				Remarks
		Q	E	T	A	
OUTPUT 4						
MFO 1 Statistical Services MIS Reports Monitoring	15 LTO Regional /District Offices who were monitored as to the completeness & timeliness of MIS Reports submission, completeness & deficiencies. If any, of the submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.					
		Ratings				Remarks
		Q	E	T	A	
OUTPUT 5						
MFO 1 Statistical Services Assistance/Address of researcher's need for statistical data & other outputs of the office	25 researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researchers' needs must be addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival.					
Final Average Rating						

Comments and Recommendation for Development Purposes :

Discussed with :	Date : February 2023	Assessed by:	Date	Final Ranking by:	Date:
Marietta J. Artoza MARIETTA J. ARTOZA Employee		Precious Marie C. Tondares PRECIOUS MARIE C. TONDARES Immediate Supervisor	II/19/2023	Giovanni Z. Lopez GIOVANNI Z. LOPEZ Executive Director	

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE
Rating: (1) POOR (2) UNSATISFACTORY (3) SATISFACTORY (4) VERY SATISFACTORY (5) OUTSTANDING