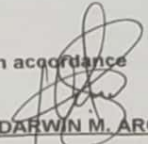


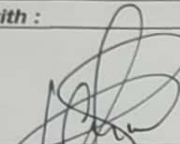
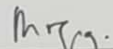

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **DARWIN M. ARCENA** of Supply Unit, Property 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 to October 16, 2022**

  
**DARWIN M. ARCENA**  
 Ratee

Date: **FEB 21-2023**

Reviewed by :		Date	Approved by :				Date
<b>MARIA CLARISSA G. OSSIMER</b> OIC, Property Section		<b>2/21/23</b>	<b>ENGR. ROBERTO S. SE</b> Chief, Administrative Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
Core Function			Q	E	T	A	
<b>OUTPUT 1</b>							
Receive Accountable Forms and and Driver License Cards	Receives Accountable Forms and Driver's License Cards from the with 100% accuracy	Receives Accountable Forms and Driver's License Cards from the from the supplier with 98% accuracy	4	5	5	4.7	
<b>OUTPUT 2</b>							
Release Accountable Forms and Driver License Card	Release Accountable Forms and Driver License Card to the Regional Offices with 100% accuracy	Release Accountable Forms and Driver License Card to the Regional Offices with 98% accuracy	4	5	5	4.7	
<b>OUTPUT 3</b>							
Takes preventive maintenance	Takes preventive maintenance by ensuring the proper distribution of the supplies issued to regional offices with 100 % efficiency	Took preventive maintenance by ensuring the proper distribution of the supplies issued to regional offices with 98 % efficiency	4	5	5	4.7	

Support Function						
OUTPUT 1						
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 98% accuracy	4	5	5	4.7
Total Over-all Rating			16	20	20	19
Final Average Rating			4.0	5.0	5.0	4.7
Adjectival Rating			OUTSTANDING			
Comments and Recommendation for Development Purposes :						
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date	
	FEB 21, 2023	I certify that I discussed my assessment of the performance with the employee				
DARWIN M. ARCENA Employee		MARIA CLARISSA G. OGSIMER Immediate Supervisor		ENGR. ROBERTO S. SE Head of Division		

Legend      1 - Quality      2 - Efficiency      3 - Timeliness      4 - Average

Rating      1 - Poor      2 - Unsatisfactory      3 - Satisfactory      4 - Very Satisfactory      5 - Outstanding

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **DARWIN M. ARCENA** of Supply Unit, Property 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 **October 17 to December 31, 2022**

**DARWIN M. ARCENA**

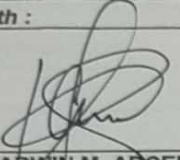


Rated

Date:

**PER 21-2023**

Reviewed by :		Date	Approved by :				Date
<b>MARIA CLARISSA G. OGSIMER</b> OIC, Property Section		<b>2/23/23</b>	<b>LOUELLA V. MUTIA</b> OIC, Administrative Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
Core Function			Q	E	T	A	
<b>OUTPUT 1</b>							
Receive Accountable Forms and and Driver License Cards	Receives Accountable Forms and Driver's License Cards from the with 100% accuracy	Receives Accountable Forms and Driver's License Cards from the from the supplier with 98% accuracy	4	5	5	4.7	
<b>OUTPUT 2</b>							
Release Accountable Forms and Driver License Card	Release Accountable Forms and Driver License Card to the Regional Offices with 100% accuracy	Release Accountable Forms and Driver License Card to the Regional Offices with 98% accuracy	4	5	5	4.7	
<b>OUTPUT 3</b>							
Takes preventive maintenance	Takes preventive maintenance by ensuring the proper distribution of the supplies issued to regional offices with 100 % efficiency	Took preventive maintenance by ensuring the proper distribution of the supplies issued to regional offices with 98 % efficiency	4	5	5	4.7	
							Remarks

Support Function							
OUTPUT 1							
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 98% accuracy	4	5	5	4.7	
Total Over-all Rating			16	20	20	19	
Final Average Rating			4.0	5.0	5.0	4.7	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :							

Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date
 DARWIN M. ARCENA Employee	FEB 21, 2023	I certify that I discussed my assessment of the performance with the employee  MARIA CLARISSA G. OSSIMER Immediate Supervisor	 LOVELLA V. MUTIA Head of Division		

Legend      1 - Quality      2 - Efficiency      3 - Timeliness      4 - Average

Rating      1 - Poor      2 - Unsatisfactory      3 - Satisfactory      4 - Very Satisfactory      5 - Outstanding