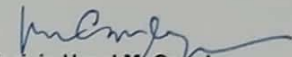




# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **MARIVIC HAZEL M. CAPULONG**, 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 to December, 2022**.

  
**Marivic Hazel M. Capulong**  
 Employee  
 Date : February 27, 2023

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

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			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.	Reviewed and examined existing policies related to LTO's core function: LETAS and 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 92% accuracy for improvement and linkage to close the gap.	4	4	4	4	
	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.	4	4	4	4	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Management Audit / Validation of RIAS Audit findings	<p>Conduct an 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. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans and Programs.</p> <p>Follow up the compliance of audit findings on the remaining accountabilities of field offices during the conduct of Operations Forum.</p>	<p>Conducted an audit of Accountability Aspects of the following 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 reports for San Juan Licensing and Taguig Licensing Extension Office were already submitted.</p>	5	5	4	4.67	
Update of Uncomplied Audit Findings	Update the uncomplied audit findings of the district offices of regions 5 and 6 with 90% accuracy with 2 revisions and prepare memorandum to the Regional Directors as needed.	Prepared two (2) Memoranda and updated re: Uncomplied Audit Findings dated 02 August 2022 addressed to respective Regional Directors (Regional Office No. II and VIII) to update to regions of their uncompiled audit findings.	5	4	4	4.33	
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.						No assigned task during the semester.
Routine Communications	<p>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.</p> <p>This also includes queries from employees or private individuals or other office requirements.</p>	<p>Prepared three (3) memoranda relative to the compliance to audit findings of different Regions after 92% accurate verification with the Report, with one (1) revision which shall follow the prescribed format within twenty-four (24) hours upon receipt.</p> <p>This also includes queries from employees or private individuals or other requirements.</p>	5	4	5	4.67	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
<b>Support Functions: (All other functions)</b>							
Committee Membership Meetings	90% participation in the meetings conducted as members of the CART and other Committees.						
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. AGIA Seminar- 1	5	4	5	4.67	
<b>TOTAL OVER-ALL RATING</b>			26.82/6				
			Ave.	%	Rating		
			4.33	60%	2.60		
Core Functions			4.67	40%	1.87		
Support Functions			4.47				
<b>FINAL AVERAGE RATING</b>			Very Satisfactory				
<b>ADJECTIVAL RATING</b>							
<b>Comments and Recommendations for Development Purposes</b>							
Discussed with:	Assessed by:	Date: 2-28-23	Final Ranking by:			Date:	
 Marivic Hazel M. Capulong Employee	I certify that I discussed my assessment of the performance with the personnel.  Marcelina C. Hugo Immediate Supervisor		 EMERITA O. SOLIVEN Service/Division/Section Head			2/28/23	
<b>Legend:</b> Q1 – Quality    E2 – Efficiency    T3 – Timeliness    A4 – Average <b>Ratings:</b> 5 – Understanding    4 – Very Satisfactory    3 – Satisfactory    2 – Unsatisfactory    1 – Poor							