

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Marlene G. Estaras of the Computer Section/Management Information 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

MARLENE G. ESTARAS
Computer Programmer II

Reviewed by:	Date	Approved by:	Date										
 CLAUDIO BONSOLO, JR. Immediate Supervisor		 CLAUDIO BONSOLO, JR. Head of Office	06/01/2022										
OUTPUT	SUCCESS FACTOR(Target + Measure)	ACTUAL ACCOMPLISHMENT											
Receiving/Recording and Recording/Releasing of Documents (i.e. RUSUs)	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded no error, no missing documents.	All documents received and for release within the day are encoded on the same day.	<table border="1"> <tr> <th colspan="4">Ratings</th> <th>Remarks</th> </tr> <tr> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td></td> </tr> </table>	Ratings				Remarks	5	5	5	5	
Ratings				Remarks									
5	5	5	5										
Evaluation and Approval of Request for User Security Update (RUSU) (i.e. Creation, Deactivation, Reactivation of User Account Addition/Deletion of Roles, Reselling Password, etc)	Evaluation of RUSUs is based on MC Nos. RIB-200-870 and VPT-2010-1439 with complete documentary requirements, approval released to Stradcom for implementation, no errors;	Evaluated of RUSUs based on MC Nos. RIB-200-870 and VPT-2010-1439 with complete documentary requirements; approved, corrected and released to Stradcom for implementation. Within 8 working hours upon receipt.	<table border="1"> <tr> <th colspan="4">Ratings</th> <th>Remarks</th> </tr> <tr> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td></td> </tr> </table>	Ratings				Remarks	5	5	5	5	
Ratings				Remarks									
5	5	5	5										
Answering Phone Calls	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately.	Phone calls answered promptly (not more than 3 rings)	<table border="1"> <tr> <th colspan="4">Ratings</th> <th>Remarks</th> </tr> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td></td> </tr> </table>	Ratings				Remarks	4	4	4	4	
Ratings				Remarks									
4	4	4	4										
Perform other tasks that may be assigned from time to time	Perform other tasks that may be assigned by the Chief of MID-Computer Section, CSW	Three (3) days upon receipt.	<table border="1"> <tr> <th colspan="4">Ratings</th> <th>Remarks</th> </tr> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td></td> </tr> </table>	Ratings				Remarks	4	4	4	4	
Ratings				Remarks									
4	4	4	4										
Final Average Rating			4.667										
Adjectival Rating			Very Satisfactory										

Comments and Recommendation for Development Purpose

Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date
 MARLENE G. ESTARAS Employee	06-Jan-22	 CLAUDIO BONSOLO, JR. Immediate Supervisor		 CLAUDIO BONSOLO, JR. Head of Office	

Legend:
Rating: 1 - Quality
1 - Poor 2 - Efficiency
2 - Unsatisfactory 3 - Timeliness
3 - Satisfactory 4 - Average
4 - Very Satisfactory 5 - Outstanding