

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ADOLFO MICHAEL L. ESTRADA**, of the License Section-Operations 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 **January to June 2022**

[Signature]
ADOLFO MICHAEL L. ESTRADA

Sr. TDO

Reviewed by :

Date

Approved by :

Date

RICHARD M. CORTEZ

February 23, 2023

DANILOU ENCELA

2-28-23

Immediate Supervisor

Chief, Operations Division

OUTPUT

SUCCESS FACTOR (Target + Measure)

ACTUAL ACCOMPLISHMENT

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

STRATEGIC PRIORITY

Ratings

Remarks

OUTPUT 1

Evaluation of Driver's License Application

*Receives and evaluates application for Driver's License and Student Permit
Quality:
100 % complete attached documents
100 % accurate as to licensing rules & regulations to evaluate within (2-3) minutes

* Evaluated driver's license applications and Students Permits
Quality:
100 % complete attached documents
100 % accurate as to licensing rules & regulations
actual quantity is 10,825

5 5 4 4.67

OUTPUT 2

Processing of Driver's License Application

Supervision In Driver's License Process


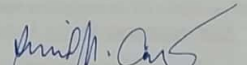

*Reviews & approves driver's license applications
Quality:
100 % accurate as to licensing rules & regulations
To approve within (5-9) mins/transaction

*Reviewed & approved driver's license applications
Quality:
100 % accurate as to licensing rules & regulations
Approved within (5-9) mins/transaction

5 5 5 5.00

Remarks

OUTPUT 3			Ratings				Remarks
Processing of Driver's License Certifications	<u>Supervision In the Issuance of Driver's License Certifications</u>		Q	E	T	A	
	<p>* Reviews and Approves driver's license certifications</p> <p>Quality:</p> <ul style="list-style-type: none">- 100 % correctness of DL details on certification forms- 100 % increase on level of accuracy- schedule in accord to established time-table	<p>* Reviewed and Approved driver's license certifications</p> <p>Quality:</p> <ul style="list-style-type: none">- 100 % correctness of DL details on certification forms- 100 % increased on level of accuracy- scheduled in accord to established time-table- actual quantity is 4,980	5	5	5	5.00	
OUTPUT 4			Q	E	T	A	
CONFIRMATION OF DRIVER'S LICENSE RECORDS	<p>*Implements verification of driver's records through E-mail for automatic conversion of Phil. Driver's License to Spain Driver's License as per Memorandum of Agreement</p> <p>Quality:</p> <p>100 % accurate in confirmation of DL information details in the system, license rules and regulation and no record discrepancy</p>	<p>*Implements verification of driver's records through E-mail for automatic conversion of Phil. Driver's License to Spain Driver's License as per Memorandum of Agreement</p> <p>Quality:</p> <p>100 % accurate in confirmation of DL information details in the system, license rules and regulation and no record discrepancy</p> <p>actual quantity is 330</p>	5	5	4	4.67	
OUTPUT 5			Q	E	T	A	
REPRESENTATION OF LICENSE SECTION - OPERATION DIVISION IN COURT HEARING	<p>*Review driver's license records and the attached documentations</p> <p>Quality:</p> <p>100% accurate driver's license information details</p> <p>no system error</p> <p>records reviewed at least (2) weeks before the schedules hearing</p>	<p>*Reviewed driver's license record and attached documentation</p> <p>Quality:</p> <p>100% accurate driver's license information details</p> <p>no system error</p> <p>records reviewed at least (2) weeks before the schedules hearing</p> <p>actual quantity is 4</p>	5	5	4	4.67	
Total Over-all Rating			25	25	22	24	
Final Average Rating			5	5	4.4	4.80	
Adjectival Rating			Very Satisfactory				

Discussed with :	Date :		Final Ranking by:	Date
 ADOLFO MICHAEL L. ESTRADA SR. TDO Employee	2/23/2023	 RICHARD M. CORTEZ Chief, License Section Head of Section	 DANILO VENCELA Chief, Operations Division Head of Agency	2-28-23
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE				