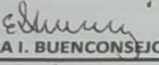




# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, ELVIRA I. BUENCONSEJO, 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 July 2022

*Elvira I. Buenconsejo*  
**ELVIRA I. BUENCONSEJO**  
 Employee

Reviewed by : <i>M. Tondares</i>	Date <b>11/10/2022</b>	Approved by : <i>Daniela Encela</i>	Date
<b>PRECIOUS MARIE C. TONDARES</b> Immediate Supervisor		<b>DANILO ENCELA</b> Chief, Operations Division	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings Q E T A
<b>OUTPUT 1</b>			
<b>MFO 1</b> Statistical Services Generation of Statistical Report	3 of prepared MIS Reports with an effective & accurate statistical reports/analysis. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as the correctness of MIS reports.	Prepared 3 no. of MIS reports with an effective & accurate statistical reports/analysis. There was an accurate encoding, prooflisting, reports generation & reliable verification as to the correctness of the MIS reports.  The Statistical reports for the MIS transaction was consistent based on available data & done ahead of the planned schedule/deadline/ instruction.	4 5 4.5
<b>OUTPUT 2</b>			
<b>MFO 1</b> Statistical Services MIS Reports Monitoring	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies. If any, of 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.	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies, if any, of submitted MIS reports was properly recorded & appropriate action was undertaken. Regional/LTO Offices who have deficiencies, in the submitted MIS reports were notified via memorandum or telephone call within the day.	3 5 4

			Ratings				Remarks
			Q	E	T	A	
<b>OUTPUT 3</b>							
<b>MFO 1</b>	25 no. of researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researchers' need must 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.	43 researchers who were assisted & whose need for LTO statistical data/other outputs of the Office has been attended very well. The researchers' needs was addressed in a courteous & responsive manner. A good public relationship was established wherein a feedback mechanism was be available. Researchers were attended to upon arrival.	5		5	5	
<b>Total Over-all Rating</b>			12		15	13.5	
<b>Final Average Rating</b>						4.5	
<b>Adjectival Rating</b>			Very Satisfactory				
<b>Comments and Recommendation for Development Purposes :</b>							
<b>Discussed with :</b>	<b>Date :</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Ranking by:</b>	<b>Date</b>		
 ELVIRA I. BUENCONSEJO Employee		 PRECIOUS MARIE C. TONDARES Immediate Supervisor	II/19/2024	 DANILO J. ENCELA Chief, Operations Division			

Legend:  
Rating:

1 - Quantity  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory  
4 - Average  
4 - Very Satisfactory  
5 - Outstanding