

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

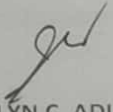
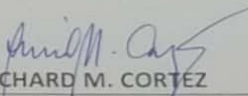

I, JEWELYN C. ADIQUE of the License Section - Operations Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June 2023.

[Signature]
JEWELYN C. ADIQUE
Employee

Reviewed by :	Date	Approved by :	Date			
RICHARD M. CORTEZ		<i>[Signature]</i> DANILO VENCELA	2-28-23			
Immediate Supervisor		Head of Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor			
			Ratings			
			Q	E	T	A
			Remarks			
Core Functions						
Processing of Driver's License Certifications	*Receives request for certifications and History DL /release certification to private and government entities. -100 % accuracy in typing the respective particulars on the prescribed certificate format. -Types/prints particular within (1-2) minutes per transaction. *Prepares Transmittal -100% No typographical error -types in accordance to correspondent official format prescribe by the					

	management								
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Support Functions		Ratings				Remarks
		Q	E	T	A	
Perform other duties assigned from time to time	*Verifies and retrieves driver's license details from the LTO-IT database Quality: -100% accuracy of driver's license information details *Answers queries on license processing details through phone call					
		Q	E	T	A	Remarks
Total Over-all Rating						
Final Average Rating						
Adjectival Rating		Very Satisfactory				

Discussed with :	Date :	Assessed by	Date	Date Final Ranking by:	Date
 JEWERLYN C. ADIQUE Employee		 RICHARD M. CORTEZ Chief, License Section		 DANILO V. ENCELA Chief, Operation Division	2-28-23