

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **BENJO CHRISTOPHER T. NAVARRO**, of the Supply Unit, Division of Administrative commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2022.

**BENJO CHRISTOPHER T. NAVARRO**


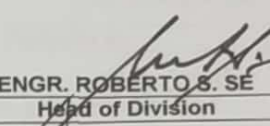
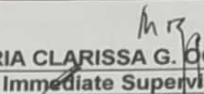
Ratee

Date: Feb. 20, 2023

Reviewed by:	Date:	Aproved by:	Date
<b>MARIA CLARISSA G. GOSIMER</b> Immediate Supervisor	<u>2/22/23</u>	<b>ENGR. ROBERTO S. SE</b> Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Output 1 Prepare/Monitor Bill Of Ladings, Requisition and Issue Slip (for BOL) and Acknowledgement Letter.	To prepare/Monitor Bill Of Ladings, Requisition and Issue Slip (for BOL) and Acknowledgement Letter with 100% accuracy.	Prepared/Monitored Bill Of Ladings, Requisition and Issue Slip (for BOL) and Acknowledgement Letter with 95% accuracy.	4	5	5	4.66	
Output 2 Monitor the status of supply of Driver's License Card, Accountable Accountable Forms and Non-Accountable Forms.	To monitor the status of supply of Driver's License Card, Accountable Accountable Forms and Non-Accountable Forms with 100% accuracy.	Monitored the status of supply of Driver's License Card, Accountable Accountable Forms and Non-Accountable Forms with 95% accuracy.	4	4	4	4	
Core Function:							
Output 1 Prepare and issue Checklist of Property Transferred and Property Returned (serviceable and unserviceable).	To prepare and issue Checklist of Property Transferred and Property Returned (serviceable and unserviceable) with 100% accuracy.	Prepared and issued Checklist of Property Transferred and Property Returned (serviceable and unserviceable) with 95% accuracy.	5	5	5	5	
Output 2 Monitor spoiled Driver's License Card.	To monitor spoiled Driver's License Card with 100% accuracy.	Monitord spoiled Driver's License Card with 95% accuracy.	4	4	3	3.66	
Support Function:							
Output 1 Member of Inspection Committee.	To inspect hardware (as to quantity only) for DOTr Road IT Road Infrastructure Project - Component B with 100% accuracy.	Inspected hardware (as to quantity only) for DOTr Road IT Road Infrastructure Project - Component B with 95% accuracy.	5	5	4	4.66	
Output 2 Perform other duties per instructions of my immediate supervisor.	To perform other duties per instructions of my immediate supervisor with 100% accuracy.	Performed other duties per instructions of my immediate supervisor with 95% accuracy.	5	5	5	5	
Final Average Rating			4.5	4.66	4.33	4.49	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 <b>BENJO CHRISTOPHER T. NAVARRO</b> Employee	Feb. 20, 2023	I certify that I discussed my assessment of the performance with the employee.	2/20/23	 <b>ENGR. ROBERTO S. SE</b> Head of Division	
		 <b>MARIA CLARISSA G. OGSIMER</b>			
		Immediate Supervisor			

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