



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **IRENE F. MORTEL**, of the License Section-Operations Division, commit to deliver and agree to be rated on the 000 attainment of the following targets in accordance with the indicated measures for the period of **July to December 2022**.

Reviewed by: 		Date: 2/20/2023	Approved by: 		Date:	
RICHARD M. CORTEZ Immediate Supervisor			DANILO ENCELA CHIEF, Operations Division Head of Office			
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 1 - Poor Ratings: Q E T Remarks			
OUTPUT 1 (TARGET)			Q	E	T	Remarks
REPRESENTATION OF LICENSE SECTION/ OPERATIONS DIV. IN COURT HEARINGS	<u>Representation in Court-Hearings</u> - To review driver's license records & the attached documentations, signs certifications -100% accuracy of driver's license information details - no system-error - records to be reviewed at least (2) weeks before the scheduled hearing	- Reviewed driver's license records, computer print-out of driver's license information details and certifications - 100% accuracy of driver's license information details - no system-error - Documents were reviewed (2) two weeks before the scheduled hearing	5	5	4	
OUTPUT 2 (TARGET)			Q	E	T	Remarks
PREPARES, REVIEW OFFICIAL COMMUNICATIONS (Performs other duties that maybe Assigned from time-to time)	<u>Review/Preparation of Official Communications</u> - To reply to official communications -100% availability of resources -95%-accuracy in grammatical rules -to submit within (4)days before the scheduled deadline	- Prepared briefing memos and other official communications - 100% availability of references/resources - Submitted within four (4) days before the scheduled	4	5	5	
OUTPUT 4 (TARGET)			Q	E	T	Remarks
PROCESSING OF DRIVER'S LICENSE APPLICATIONS WITH REVISION OF RECORDS (RR) AND MISREPRESENTATIONS	<u>Review and Approval In The Driver's License Process of Applications With Revision of Records and Misrepresentations</u> -To review & approves non-conforming driver's license -100% accuracy in licensing rules & regulations -To approve within (5-9) mins/transaction	- Evaluated, review and approved non-conforming system-related driver's license applications with misrepresentation of identities and other complex transactions - 100% accuracy in licensing rules and regulations - Approved within (5-9) mins./transactions - Assisted in the supervision of License Section processes	4	5	5	
Total Over-all Rating			13	15	14	42
Final Average Rating			4.33	5.00	4.66	4.66
Adjectival Rating			Very Satisfactory			

Comments and Recommendation for Development Purposes :				
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:
IRENE F. MORTEL Statistician II Employee	2/20/2023	RICHARD M. CORTEZ CHIEF, License Section Head of Section		DANILLO ENCELA Chief, Operations Division Head of Agency

Legend : (1) QUALITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE