

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I EDITA T. PAPA, of the Plate Unit, Property Section, Division of Administration 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 JULY 2022 to OCTOBER 16, 2022

Edita T. Papa
EDITA T. PAPA

Ratee

Date 02/23/2023

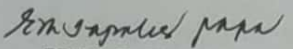

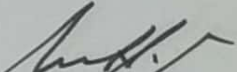
Reviewed by :	Date	Approved by :	Date
<i>Maria Clarissa G. Ogsimer</i> MARIA CLARISSA G. OGSIMER OIC, Property Section Immediate Supervisor	<i>[Signature]</i>	<i>[Signature]</i> ENGR. ROBERTO S. SE Chief, Administrative Division Division Chief	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
Prepare monthly reports for MV/MC Plates for submission to Finance Division and COA	Prepares monthly reports for MV/MC Plates for submission to Finance Division and COA with 95% accuracy.	Prepared monthly reports for MV/MC Plates for submission to Finance Division and COA with 98% accuracy.	5	5	5	4.7	
Prepare monthly monitoring report for Freight Forwarding	Prepares monthly monitoring report for Freight Forwarding with 90% accuracy.	Prepared monthly monitoring report for Freight Forwarding with 95% accuracy.	5	4	4	4.7	
Prepare Bills of Lading, Security Passes, RIS of MV and MC Plates	Prepares Bills of Ladings, Security Passes of MV & MC Plates with 95% completeness.	Prepared Bills of Ladings, Security Passes of MV & MC Plates with 100% completeness.	5	4	4	4.7	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
Prepare Requisition and Issue Slip of MV/MC Plates, RFID Stickers & Thermal Transfer Ribbon	Prepares Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 95% accuracy.	Prepared Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 98% accuracy.	5	5	4	4.7	
Maintain the index for MV /MC Blank Plates, RFID Stickers & Thermal Transfer Ribbon	Maintains the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 95% efficiency.	Maintained the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 98% efficiency.	5	5	5	4.7	
Evaluate Documents	Evaluates supporting papers & maintain index cards of Protocol & Diplomatic Plates with 90% accuracy.	Evaluated supporting papers & maintained index cards of Protocol & Diplomatic Plates with 95% accuracy.	5	4	4	4.7	
SUPPORT FUNCTION							
Prepare & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers	Prepares & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 95% efficiency.	Prepared and Assisted the Inventories of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 98% efficiency.	5	5	4	4.7	
FINAL AVERAGE RATING			35 5	32 4.6	30 4.3	33 4.7	

VERY SATISFACTORY

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 EDITA T. PAPA Employee	02/24/2023	I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. OSSIMER OIC, Property Section	2/24/23	 ENGR. ROBERTO S. SE Chief, Administrative Division	

Legend: 1- Quality 2 - Efficiency 3 - Timeliness 4- Average

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **EDITA T. PAPA**, of the **Plate Unit, Property Section, Division of Administration** 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 **OCTOBER 17, 2022 to DECEMBER, 2022**

Edita T. Papa
EDITA T. PAPA

Ratee

Date 02/23/2023

Reviewed by :	Date	Approved by :	Date
<i>MC</i> MARIA CLARISSA G. OGSIMER OIC, Property Section Immediate Supervisor	<i>2/2/23</i>	LOUELLA V. MUTIA OIC, Administrative Division Division Chief	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
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CORE FUNCTION:							
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Prepare monthly monitoring report for Freight Forwarding	Prepares monthly monitoring report for Freight Forwarding with 90% accuracy.	Prepared monthly monitoring report for Freight Forwarding with 95% accuracy.	5	4	4	4.7	
Prepare Bills of Lading, Security Passes, RIS of MV and MC Plates	Prepares Bills of Ladings, Security Passes of MV & MC Plates with 95% completeness.	Prepared Bills of Ladings, Security Passes of MV & MC Plates with 100% completeness.	5	4	4	4.7	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
Prepare Requisition and Issue Slip of MV/MC Plates, RFID Stickers & Thermal Transfer Ribbon	Prepares Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 95% accuracy.	Prepared Requisition and Issue Slip of Motor Vehicle/ Motorcycle Plates RFID Stickers & Thermal Transfer Ribbon of different LTO Regional Offices with 98% accuracy.	5	5	4	4.7	
Maintain the index for MV /MC Blank Plates, RFID Stickers & Thermal Transfer Ribbon	Maintains the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 95% efficiency.	Maintained the Indexes all issuances for Motor Vehicle and Motorcycle Blank Plates, RFID Stickers & Thermal Transfer Ribbon with 98% efficiency.	5	5	5	4.7	
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SUPPORT FUNCTION							
Prepare & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers	Prepares & Assists the Inventory of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 95% efficiency.	Prepared and Assisted the Inventories of MV/MC Blank Plates, Thermal Transfer Ribbon & RFID Stickers with 98% efficiency.	5	5	4	4.7	
FINAL AVERAGE RATING			35 5	32 4.6	30 4.3	33 4.7	

VERY SATISFACTORY

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
<i>EDITA T. PAPA</i> EDITA T. PAPA Employee	02/23/2023	I certify that I discussed my assessment of the performance with the employee. <i>Maria Clarissa G. Ogsimer</i> MARIA CLARISSA G. OGSIMER OIC, Property Section	<i>2/23/23</i>	<i>JOUELLA V. MUTIA</i> JOUELLA V. MUTIA OIC, Administrative Division	

Legend: 1- Quality 2 - Efficiency 3 - Timeliness 4- Average