


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 July to December 2023


ELVIRA I. BUENCONSEJO
 Employee

ELVIRA I. BUENCONSEJO
Employee

Reviewed by: Theresa Davis

Date
11/19/2029

Approved by :	

	Date

PRECIOUS MARIE C. TONDARES
Immediate Supervisor

OUTPUT

SUCCESS FACTOR (Target + Measure)

ACTUAL ACCOMPLISHMENT

[illegible]

		Remarks

CORE FUNCTION	
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OUTPUT I

Assist in the conduct of strategic planning and/or performance assessment and evaluation review.

Assisted in the conduct of strategic planning and/or performance assessment and evaluation of 90% of head offices to assess the preceeding performance period and map out plans for the succeeding rating period.

OUTPUT 2

MFO 1

Statistical Services

Generation of Statistical Report

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.

[illegible]

OUTPUT 3			
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MFO 1	1
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Statistical Services

MIS Reports Monitoring	C
	P

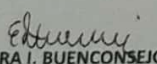

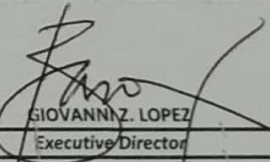
6 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS reports submission. A Journal of the date of submission, completeness & deficiencies. If any, of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.

Q

E

r A

Remarks

			Ratings				Remarks
			Q	E	T	A	
OUTPUT 4 MFO 1 Statistical Services Assistance/Address of researcher's need for statistical data & other output of the office			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.				
Final Average Rating							
Comments and Recommendation for Development Purposes :							
Discussed with :		Date :	Assessed by:		Date	Final Ranking by:	
 ELVIRA I. BUENCONSEJO Employee			 PRECIOUS MARIE C. TONDARES Head of Section		II/19/2023	 GIOVANNI Z. LOPEZ Executive Director	

Legend: 1 - Quantity
 Rating: 1 - Poor

2 - Efficiency
 2 - Unsatisfactory

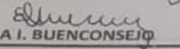
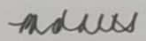
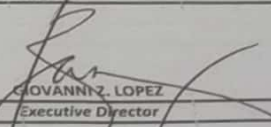
3 - Timeliness 4 - Average
 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding

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 June 2023

Elvira I. Buenconsejo
ELVIRA I. BUENCONSEJO
Employee

Reviewed by : <i>mdares</i>	Date	Approved by :	Date
PRECIOUS MARIE C. TONDARES Immediate Supervisor	<i>II / 19 / 2023</i>	<i>Giovanni Z. Lopez</i> Executive Director	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings
			Q E T A
CORE FUNCTION			
OUTPUT 1 Assist in the conduct of strategic planning and/or performance assessment and evaluation review.	Assisted in the conduct of strategic planning and/or performance assessment and evaluation of 90% of head offices to assess the preceeding performance period and map out plans for the succeeding rating period.		
OUTPUT 2 MFO 1 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.		
OUTPUT 3 MFO 1 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.		

OUTPUT 4 MFO 1 Statistical Services Assistance/Address of researcher's need for statistical data & other output of the office			Ratings				Remarks
			Q	E	T	A	
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.							
Final Average Rating							
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by	Date		
 ELVIRA I. BUENCONSEJO Employee		 PRECIOUS MARIE C. TONDARES Head of Section	II/19/2029	 GIOVANNI Z. LOPEZ Executive Director			

Legend:
Rating:

1 - Quantity
1 - Poor

2 - Efficiency
2 - Unsatisfactory

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