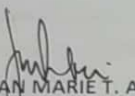
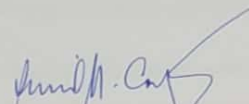



# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JEAN MARIE T. ARBIS 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 asures for the period July to December 2022

*JEAN MARIE T. ARBIS*  
SR TDO  
Date  
2-28-23  
FEBRUARY 27, 2023

|   |   |   |  |   |   |      |         |
|---|---|---|--|---|---|------|---------|
| Reviewed by :<br><i>RICHARD M. CORTEZ</i><br>Immediate Supervisor   | Date<br>FEBRUARY 27, 2023   | Approved by :<br><i>DANILO A. ENCELA</i><br>Chief, Operations Division  | Head of Office   |   |   |      |         |
| OUTPUT  | SUCCESS FACTOR (Target + Measure)   | ACTUAL ACCOMPLISHMENT   | 5 - Outstanding<br>4 - Very Satisfactory<br>3 - Satisfactory<br>2 - Unsatisfactory<br>1 - Poor |   |   |      |         |
|   |   |   | Ratings  |   |   |      |         |
| STRATEGIC PRIORITY  |   |   | Q  | E | T | A    | Remarks |
| Processing of Driver's License Certifications   | To issue 100% of request for certifications of driver's licenses                                    | Printed 100% of driver's license certifications<br>877 requested driver's license Certs<br>877 Printed Certificationns                            | 4  | 4 | 5 |      |         |
| Letter reply to incoming communications   | To reply to 100% letter request   | Replied to 100% letter requested<br>285 request letter<br>285 replied to request letter   | 4  | 4 | 5 | 4.33 |         |
| CORE FUNCTIONS  |   |   | Q  | E | T | A    | Remarks |
| Print driver's license certifications as per client request<br>Satisfy client's query and request for license certification | To print 100% of request for driver's license Certifications<br><br>To reply to 100% letter request | Printed 100% of driver's license Certificates<br>877 printed driver's licenses<br>Replied 100% of letter request<br>Replied to 285 letter request |  |   |   |      |         |
|   |   |   | 5  | 4 | 5 | 4.67 |         |
|   |   |   | Ratings  |   |   |      |         |
|   |   |   | Q  | E | T | A    | Remarks |

|  |   |   |   |     |         |       |
|--|---|---|---|-----|---------|-------|
| SUPPORT FUNCTIONS<br>Performed other duties<br>from time to time.  | Target : 100% comply with assigned new task | 100% participated on ARTA<br>implementation - Committee on PACD   | 4   | 4   | 5       | 4.33  |
|  |   |   | Q   | E   | T       | A     |
|  |   |   |   |     |         |       |
| Total Over-all Rating  |   |   | 13  | 12  | 15      | 13.33 |
| Final Average Rating   |   |   | 4.33  | 4.7 | 4.3     | 4.44  |
| Adjectival Rating  |   |   | Very Satisfactory   |     |         |       |
| Discussed with :   | Date :                                      | Assessed by:      Date  | Date      Final Ranking by:   |     | Date    |       |
| <br>JEAN MARIE T. ARBIS<br>Employee | February 27, 2022                           | <br>RICHARD M. CORTEZ<br>Chief, License Section<br>Head of Section | <br>DANILLO ENCELA<br>Chief, Operations Division<br>Head of Agency |     | 2-28-23 |       |
| Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE  |   |   |   |     |         |       |