

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Sammy B. Delos Santos of the Supply Unit, 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 July to October 16 2022.

Sammy B. Delos Santos

Ratee

Date:

Feb. 20, 2023

Reviewed by:	Date:	Approved by:	Date
MARIA CLARISSA G. DOGSIMER	1/21/23	Engr. ROBERTO S. SE	
Immediate Supervisor		Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Core Function:							
Output 1							
Verifies and evaluates requests for certificate of authenticity of Certificate of Registration and Official receipts.	To verify and evaluate 120 requests for certificate of authenticity of Certificate of Registration and Official receipts with 100% accuracy.	Verified and evaluated 150 requests for certificate of authenticity of Certificate of Registration and Official receipts with 95% accuracy.	5	4	4	4.3	
Output 2							
Drafts various communication needed by the Office in connection to the Supply Unit	To draft 50 various communication letter with 100% correctness	Drafted 70 various communication letter with 95% correctness	5	4	4	4.3	
Output 3							
Monitors the status of Accountable and Non-Accountable Forms and Driver's License Cards	To monitor the status of Accountable and Non-Accountable Forms and Driver's License Cards with 100% accuracy.	Monitored the status of Accountable and Non-Accountable Forms and Driver's License Cards with 90% accuracy.	5	4	4	4.3	

Support Function:							
Output 1							
Attends court hearing for various subpoena in connection to the issued Certificate of Authenticity by this office	To attend court hearing for various subpoena with 100% timeliness	Attended court hearing for various subpoena with 100% timeliness	5	4	4	4.3	
Output 2							
Assists in the computation of usage/stock level of accountable forms and driver's license cards.	Assisted in the computation of usage/stock level of accountable forms and driver's license cards with 95% correctness	Assisted in the computation of usage/stock level of accountable forms and driver's license cards with 95% correctness	5	4	4	4.3	
Final Average Rating			5	4	4	4.3	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
Sammy B. Santos	Feb 20, 2023	I certify that I discussed my assessment of the	2/23/23	Engr. ROBERTO S. SE	
		MARIA CLARISSA G. GCSIMER			
		Immediate Supervisor			
Employee				Head of Division	

Legend
Rating

1 - Quality
1 - Poor

2 - Efficiency
2 - Unsatisfactory

3 - Timeliness
3 - Satisfactory

4 - Average
4 - Very Satisfactory

5 - Outstanding

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Sammy B. Delos Santos of the Supply Unit, 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 October 17 to December 2022.

Sammy B. Delos Santos

Ratee

Date:

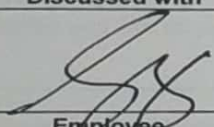
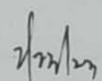

Feb. 20, 2023

Reviewed by:	Date:	Aproved by:	Date
MARIA CLARISSA G. OGSIMER	2/20/23	LOUELLA V. MUTIA	
Immediate Supervisor		Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Core Function:							
Output 1							
Verifies and evaluates requests for certificate of authenticity of Certificate of Registration and Official receipts.	To verify and evaluate 120 requests for certificate of authenticity of Certificate of Registration and Official receipts with 100% accuracy.	Verified and evaluated 150 requests for certificate of authenticity of Certificate of Registration and Official receipts with 95% accuracy.	5	4	4	4.3	
Output 2							
Drafts various communication needed by the Office in connection to the Supply Unit	To draft 50 various communication letter with 100% correctness	Drafted 70 various communication letter with 95% correctness	5	4	4	4.3	
Output 3							
Monitors the status of Accountable and Non-Accountable Forms and Driver's License Cards	To monitor the status of Accountable and Non-Accountable Forms and Driver's License Cards with 100% accuracy.	Monitored the status of Accountable and Non-Accountable Forms and Driver's License Cards with 90% accuracy.	5	4	4	4.3	

Support Function:							
Output 1							
Attends court hearing for various subpoena in connection to the issued Certificate of Authenticity by this office	To attend court hearing for various subpoena with 100% timeliness	Attended court hearing for various subpoena with 100% timeliness	5	4	4	4.3	
Output 2							
Assists in the computation of usage/stock level of accountable forms and driver's license cards.	Assisted in the computation of usage/stock level of accountable forms and driver's license cards with 95% correctness	Assisted in the computation of usage/stock level of accountable forms and driver's license cards with 95% correctness	5	4	4	4.3	
Final Average Rating			5	4	4	4.3	
Adjectival Rating					Very Satisfactory		

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 Employee	Feb 20, 2023	I certify that I discussed my assessment of the		LOUELLA V. MUTIA	
		MARIA CLARISSA G. OSSIMER			
		Immediate Supervisor		 Head of Division	

Legend
 Rating

1 - Quality
 1 - Poor

2 - Efficiency
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