

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) - TARGET

I, **MARIA CORAZON CZARINA P. MAHUSAY**, of the **MANAGEMENT DIVISION**, 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 - June 2022**.

Maria Corazon Czarina P. Mahusay
Employee

Reviewed by:	Date: <u>7/26/2022</u>	Approved by:	Date: <u>7/26/22</u>									
 Marcelina C. Hugo Immediate Supervisor		 EMERITA O. SOLIVEN Head of Division										
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor									
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	<table border="1"> <tr> <th align="center" colspan="4">Rating</th><th align="center" rowspan="2">Remarks</th></tr> <tr> <th align="center">Q1</th><th align="center">E2</th><th align="center">T3</th><th align="center">A4</th></tr> </table>	Rating				Remarks	Q1	E2	T3	A4
Rating				Remarks								
Q1	E2	T3	A4									

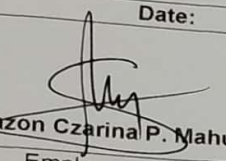

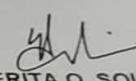
CORE FUNCTIONS

Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System

Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 100% accuracy for improvement and linkage to close the gap.	Reviewed and examined existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 92% accuracy for improvement and linkage to close the gap.	4	4	4	4
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.	The LTMS Evaluation Team was created and the Memorandum re : Clarification on the collection of MVUC in the MVIRS dated 13 June 2022 was issued. Reviewed the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed.	4	4	4	4

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Management Audit / Validation of RIAS Audit findings /	<p>Conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs</p> <p>Follow up and discuss the compliance of audit findings on the remaining accountabilities of field offices during the conduct of Operations Forum.</p>	<p>Prepared two (2) audit follow-up reports, on the audit conducted at Plate Uni and Supply Unit, with 92% accuracy and completeness with 2 revisions, properly noted and released within seventy-two (72) hours from receipt.</p> <p>Followed up and discussed the compliance of audit findings on the remaining accountabilities of twenty-six (26) field offices of Regions IX, X, XI, XII and CARAGA during the conduct of Batch 4 - Operations Forum.</p>	4	4	4	4	
Update of Uncomplied Audit Findings	Update the uncomplied audit findings of the district offices with 90% accuracy with 2 revisions and prepare memorandum to the Regional Directors as needed.	Updated the uncomplied audit findings of Region XII with 92% accuracy with 2 revisions and prepared memorandum to the Regional Directors as needed.	4	4	4	4	
EODB-EGSD Monitoring Activities	<p>Conduct of monitoring on the EODB-EGSD of eleven (11) field offices on the compliance to RA 11032, 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.</p> <p>Prepare and Consolidate Central Office and Regional Offices Semi-Annual EODB Reports to the immediate supervisor, with 90% accuracy and completeness with 2 revisions, within 5 days upon receipt of the report.</p>	Monitored / Assisted in the preparation and consolidation of EODB-EGSD Regional Offices' accomplishment and Semi-Annual Reports in compliance to RA 11032 with 92% accuracy and completeness at the end of semester.		4	4	4	4
Non-Routine Communications	Prepare communications for submission to the Supervisor, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seven (7) days upon receipt of the communications.	Monitored / Assisted in the preparation of one (1) letter response with 92% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seven (7) days upon receipt of the communications.		4		4	4

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Routine Communications	Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt. This also includes queries from employees or private individuals or other office requirements.	Prepared one (1) memoranda/Briefing Memo relative to Supply Unit compliance to audit findings (2) memoranda relative to EODB and (1) letter regarding LTMS Evaluation Team and LTMS Issues and Concerns after 92% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt.	4	4	4	4	
Support Functions: (All other Functions)							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	4	4	4	4	
Committee Membership Meetings	90% participation in the meetings conducted as members of the CART and other Committees.	92% participation in the meetings conducted as member of the CART and other Committees. LTMS Evaluation Team – 1 LETAS Evaluation Team- 5	4	4	4	4	
Attend various actual and virtual trainings/seminars/conference/meetings and Prepare required report/output	Attend various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.	Attended various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 92% accuracy. AGIA Webinars – 6 Management Division- 20 Operations Forum- 1	4	4	4	4	
			40 / 10				
TOTAL OVER-ALL RATING			Ave	%	Rating		
Core Functions			4	60	2.40		
Support Functions			4	40	1.60		
FINAL AVERAGE RATING			4.00				
ADJECTIVAL RATING			Very Satisfactory				
Comments and Recommendations for Development Purposes							

Discussed with:	Date:	Assessed by:	Date: 7/24/22	Final Ranking by:	Date:
 Maria Corazon Czarina P. Mahusay Employee		 Marcelina C. Hugo Immediate Supervisor		 EMERITA O. SOLIVEN Head of Division	