

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARIA LUISA D. GASPI** 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 period of **January to June 2022**

MARIA LUISA D. GASPI

Sr. TDO

Reviewed by :	Date	Approved by :	Date
RICHARD M. CORTEZ	February 23, 2023	DANILO A. ENCELA	2-28-23
Immediate Supervisor		Chief, Operation Division	

OUTPUT

SUCCESS FACTOR (Target + Measure)

ACTUAL ACCOMPLISHMENT

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

Ratings

STRATEGIC PRIORITY

OUTPUT 1

Evaluation Process for Underage and Double License Case

Evaluation of Driver's License Application for Underage and Double license Case

*Receives and evaluates application for underage and double license cases

Quality:

- 100 % complete attached documents
- 100 % accurate as to licensing rules & regulations to evaluate within (2-3) minutes

*Received and evaluates application for underage and double license cases

Quality:

- 100 % complete attached documents
- 100 % accurate as to licensing rules & regulations actual quantity is 224

5 5 5 5.00

OUTPUT 2

Processing Request for System Update (RSU) for Underage and Double License Cases

*Verifies records and prepares cancellation letter for underage cases

Quality:

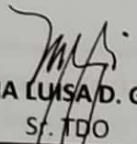
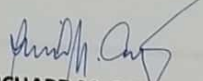

- 100 % accurate confirmation of records and no error in printing og cancellation of letters
- Verify records and letter typed within (1-2) mins

*Verified records and prepared cancellation letter for underage cases

Quality:

- 100 % accurate in confirmation of records and no error in printing og cancellation of letters
- Verify records and letter typed within (1-2) mins

5 4 5 4.67

Records and Disposal		*Prepares requests and monitors inventory of license cards, accountable forms, office supplies and equipment Quality: -100 % determination for specs, stock level	*Prepared requests and monitors inventory of license cards, accountable forms, office supplies and equipment Quality: -100 % determination for specs, stock level				Q	E	T	A	Remarks
OUTPUT 4							5	4	5	4.67	
Preparation of Report of Inventories		*Prepares requests and monitors inventory of license cards, accountable forms, office supplies and equipment Quality: -100 % determination for specs, stock level	*Prepared report of inventories of license cards, accountable forms, office supplies and equipments				Q	E	T	A	Remarks
							5	5	5	5.00	
Total Over-all Rating							20	18	20	19.33	
Final Average Rating							5.00	4.5	5.00	4.83	
Adjectival Rating							Very Satisfactory				
Discussed with :							Final Ranking by:		Date		
 MARIA LUISA D. GASPI Sr. TDO Employee		Date : February 23, 2023	Assessed by:  RICHARD M. CORTEZ Chief, License Section Head of Section				 DANILO ENCELA Chief, Operation Division Head of Agency		2-28-29		

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE