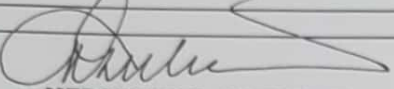## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

JESSIE A. SALIGBON of the Registration Section, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measure res for the period January to June 2023
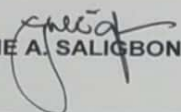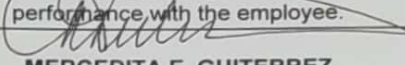
_____
JESSIE A. SALIGBON
Ratee

Date: _____ Feb. 28, 2023

Reviewed by:	Date:	Aproved by:	Date
MERCEDITA E. GUTIERREZ Immediate Supervisor	28 Feb, 2023	MR. DANILO J. ENCELA Head of Division	28 Feb. 2023

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:	Receives and Process Stock Report on exempt, rebuilt, used components and used imported vehicles with 100% completeness						
	Prints and Releases Stock Report on Exempt , rebuilt, used components and used imported motor vehicles with 100% accuracy and completeness						
Core Function:							
	Encodes Request for System Update as per letter request and complete documents submitted by the authorized liaison officer of the company with 100% completeness and accuracy						
Support Function:	Proofread show Cause to the Dealer, affix my initials before submitted for signature of the Chief, with 100% completeness and accuracy						

	Performs other tasks that maybe assigned like verification of BOC-CP, telephone queries, MV plates, type indorsement letter, draft letter requesting for MV information with 100% accuracy						
Final Average Rating							
Comments and Recommendations for Development Purposes							

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
JESSIE A. SALIGBON	28 Feb. 2023	I certify that I discussed my assessment of the performance with the employee. MERCEDITA E. GUITERREZ	28 Feb. 2023	DANILO J. ENCELA	28 Feb. 2023
Employee		**Immediate Supervisor**		**Head of Division**	

Legend

Rating

	1 - Quality	2 - Efficiency	3 - Timeliness	4 - Average	
	1 - Poor	2 - Unsatisfactory	3 - Satisfactory	4 - Very Satisfactory	5 - Outstanding