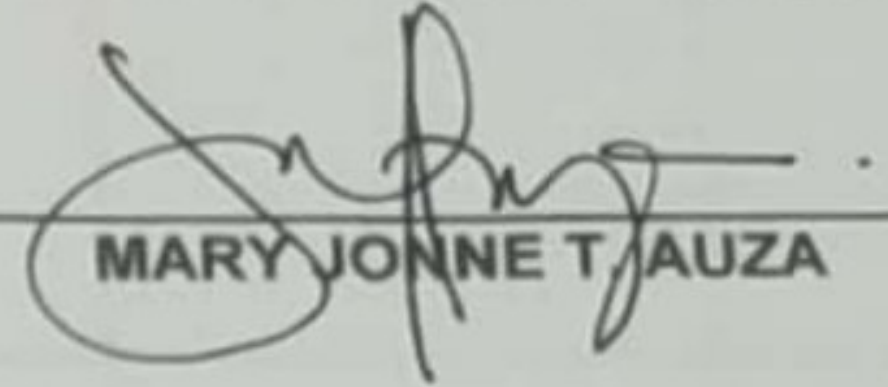
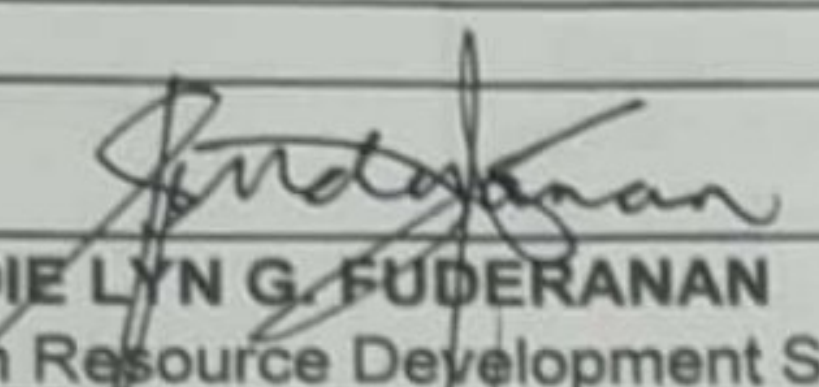
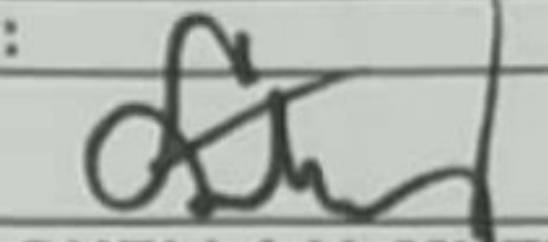


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARY JONNE T. AUZA**, of the **Human Resource Development Section**, Division of **Administrative**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY** to **JUNE 2023**.


MARY JONNE T. AUZA

Date: _____

Reviewed by:	Date:	Aproved by:	Date
			
LADIE LYN G. FUDERANAN OIC, Human Resource Development Section		LOUELLA V. MUTIA OIC, Administrative Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Evidence Requirements for PRIME - HRM	Generate evidence requirements for PRIME-HRM of Recruitment, Selection, and Placement (RSP) core according to standards and based on planned schedule and set deadline with 100% completion						
Core Function:							
Publication of Vacant Plantilla Positions	Publish vacant Plantilla Positions in the CSC and post vacant Plantilla Positions in three (3) conspicuous places in the Office with 100% accuracy and within the set timeline						

Profile of Candidates	Evaluate applications for published vacant Pantilla Positions in the Central Office and endorsed vacant Salary Grades-22 and 24 Plantilla Positions in the Regional Offices with 100% accuracy and within the set deadline						
HRDS Assessment	Review assessment/ evaluation of applications for Job Order/Contract of Service positions in the Central Office with 100% accuracy and within the set timeline						
Conduct of Pre-Qualifying Examinations	Preparation of notice of examination and test kits, test administration, checking and scoring of Pre-Qualifying Examinations for vacant Plantilla Positions in the Central and Regional Offices with 100% completion and within the set schedule						
Conduct of Pre-Qualifying Examinations	Preparation of test kits, test administration, checking and scoring of Pre-Qualifying Examinations for Job Order applicants in the Central Office with 100% completion and within the set schedule						
Conduct of Panel and End-User Interview	Preparation of notice of interview and interview rating sheets for HRMPSB and Division Chiefs, tally the interview rating scores and serve as Secretariat in the Panel and End-User Interview for Plantilla Positions in the Central and Regional Offices with 100% accuracy and within the set schedule						

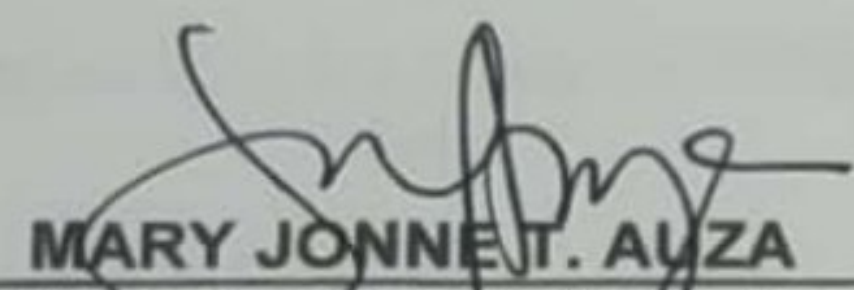
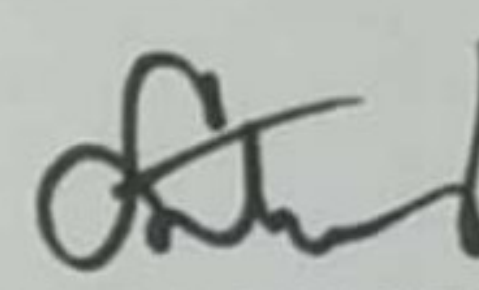
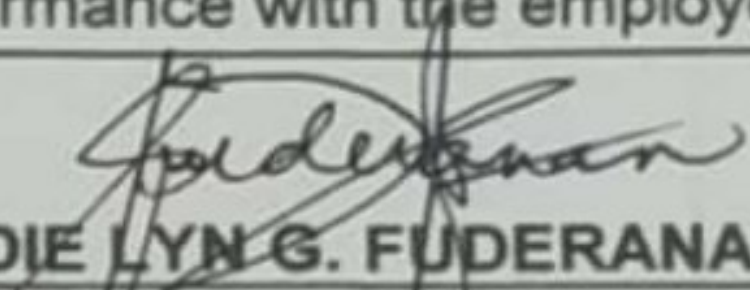
HRMPSB Minutes of Deliberation	Preparation of the completed Table of Percentage Weight (TPW), serve as Secretariat in the deliberation of vacant Plantilla Positions in the Central and Regional Offices and submit Minutes of Meeting of the deliberation with 100% accuracy and within the set timeline						
Appointment Form, Oath of Office, Certificate of Assumption to Duty, Position Description Form	Preparation of appointment, oath of office, certificate of assumption to duty, position description form and other pertinent documents for submission to the CSC within the prescribed deadline and with 100% accuracy						
Contract of Service	Preparation of Contract of Service for hired JO/COS personnel, Obligation Request and Status, and other pertinent documents for endorsement to the Financial Division with 100% accuracy and within the prescribed timeline						
Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Review prepared Personal Services Itemization and Plantilla of Personnel (PSIPOP) and Personnel Complement for submission to the DOTr, CSC, and COA within the prescribed deadline and with 100% accuracy						

Notice of Organization, Staffing and Compensation Action (NOSCA) for Creation and Conversion of LTO Offices	Evaluate classification of district/extension office and licensing centers in accordance with the prescribed guidelines, and comply with all the requirements for the request of NOSCA with 100% efficiency and within seven (7) days from receipt of complete requirements						
Supervise the Recruitment, Selection, and Placement (RSP) Unit	Supervise the daily function and review the outputs of the staff in the RSP Unit with 100% efficiency						
Support Function:							
Simple and Complex Communication/Correspondence	Prepare Briefing Memos, Memorandum, Office Orders for personnel movement and committees, endorsement/letter replies to LTO Offices, CSC, DOTr, and other agencies, and other simple and complex communication/correspondence with 100% accuracy and within the set deadline						
Reportorial Requirements	Prepare and submit reportorial requirements according to standards and within the set deadline with 100% accuracy						
Filing of Documents	Sort and file documents relating to RSP without error and without any missing document and within the set schedule						

Committee of Anti-Red Tape Member for Zero-Backlog Subcommittee	Together with the members, formulate a Zero-Backlog Program, ensure that all offices submit their backlog reports and recommend appropriate course of action to strengthen compliance with the law with no error and within the set deadline						
Telephone Calls	Answer phone calls with 100% accuracy and timeliness						
Final Average Rating							

Comments and Recommendations for Development Purposes

ORAKA Orientation/Training

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 MARY JONNET T. ALZA Administrative Officer IV		I certify that I discussed my assessment of the performance with the employee.		 LOUELLA V. MUTIA OIC, Administrative Division	
		 LADIE LYN G. FUDERANAN OIC, Human Resource Development Section			

Legend
 Rating

1 - Quality
 1 - Poor

2 - Efficiency
 2 - Unsatisfactory

3 - Timeliness
 3 - Satisfactory

4 - Average
 4 - Very Satisfactory

5 - Outstanding