

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **BABYLYN F. VITORIO** of Supply Unit, Property Section, Administrative 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 **July 1 to October 16, 2022**


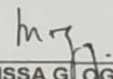

BABYLYN F. VITORIO

Ratee

Date: **Feb 20, 2023**

Reviewed by :		Date	Approved by :		Date		
MARIA CLARISSA G. PGSIMER OIC, Property Section			ENGR. ROBERTO S. SE Chief, Administrative Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
Core Function			Q	E	T	A	
OUTPUT 1							
Monitor, Approve , and Issue of all	Monitors, Approves, and Issues of all	Monitored, Approved, and Issued of all Accountable					
Accountable forms and Driver License	of Accountable forms and Driver License	Accountable forms and Driver License Cards					
Cards	Cards thru Inventory Management System	thru Inventory Management System online request					
	(IMS) online request by the District Offices	by the District Offices Nationwide with 4 mins					
	Nationwide within 4 mins with 100% accuracy	with 98% accuracy	4	5	5	4.7	
OUTPUT 2							
Preparation of Request for Spot	Prepares of Request for Spot Inspection	Prepared of Request for Spot Inspection					
Inspection of the Items Deliver	of the Items Deliver address to the Resident	of the Items Delivered address to the Resident					
address to the Resident Auditor	Auditor and Inspection Committee with	Auditor and Inspection Committee with					
and Inspection Committee	100 % accuracy	98 % accuracy	4	5	5	4.7	

			Ratings				Remarks
			Q	E	T	A	
Update Records of deliveries and issuance of the Items for verification purposes and for the preparation of the Monthly Report of Accountable forms and driver license card issued	Updates of Records of deliveries and issuance of the Items for verification purposes and for the preparation of the Monthly Report of Accountable forms and driver license card issued with 100 % accuracy	Updated Records of deliveries and items issued for verification purposes and for the preparation of the Monthly Report of Accountable forms and driver license card issued with 98% accuracy	4	5	5	4.7	
OUTPUT 4							
Encode the series number of all Accountable Forms and Driver License Cards deliver thru Inventory Management System (IMS) of Stradcom	Encodes the series number of all Accountable Forms and Driver License Cards thru Inventory Management System (IMS) of Stradcom within 45 mins with 100% accuracy	Encoded the series number of all Accountable Forms and Driver License Card thru Inventory Management System (IMS) of Stradcom within 45 mins with 98% accuracy	4	5	5	4.7	
OUTPUT 5							
Doing the activation and transfer of cards in the Dermalog Inventory System based on the request of District Offices Nationwide	Activate/transfer of cards in the Dermalog Inventory System based on the District Offices nationwide with 100% accuracy	Activated/transferred of cards in the Dermalog Inventory System based on the District Offices nationwide with 98% accuracy	4	5	5	4.7	
OUTPUT 6							
alternate receipt of Driver License Cards (DL)	alternate receives and checks delivered Driver's License Cards from the supplier with 100% completeness	alternate received and checked delivered Driver's License Cards from the supplier with 98% completeness	4	5	5	4.7	
OUTPUT 7							
Prepare Monthly inventory of all Accountability Reports of Accountable Forms and Driver License Cards and render reports of losses and manage disposal thereof	Prepares Monthly inventory of Accountable Forms and Driver License Cards and render reports of losses and manage disposal thereof with 100% accuracy	Prepared Monthly inventory of Accountable Forms and Driver License Cards and render reports of losses and manage disposal thereof with 98% accuracy	4	5	5	4.7	

			Ratings				Remarks		
			Q	E	T	A			
Prepare Bill of Ladings, IRS and IRAF for issued Accountable Forms and Driver License Cards	Prepares Bill of Lading, IRS and IRAF for issued Accountable Forms and Driver License Cards	Prepared Bill of Lading, IRS and IRAF for issued Accountable Forms and Driver License Cards	4	5	5	4.7			
	Driver License Cards with 100% accuracy	Driver License Cards with 98% accuracy							
Support Function									
OUTPUT 1							Remarks		
Assist in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and safety to supplies	Assists in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and safety to supplies	Assisted in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and safety to supplies	4	5	5	4.7			
OUTPUT 2							Remarks		
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 98% accuracy	4	5	5	4.7			
Total Over-all Rating			40	50	50	47			
Final Average Rating			4.0	5.0	5.0	4.7			
Adjectival Rating			VERY SATISFACTORY						
Comments and Recommendation for Development Purposes :									
Discussed with :			Date :		Assessed by:		Date	Final Ranking by:	Date
 BABYLYN F. VITORIO Employee			Feb 20, 2023		 MARIA CLARISSA G. OGSIMER Immediate Supervisor		2/20/23	 ENGR. ROBERTO S. SE Head of Division	

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **BABYLON F. VITORIO** of Supply Unit, Property Section, Administrative 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 **October 17 to December 31, 2022**



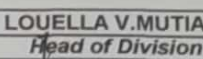
BABYLON F. VITORIO

Ratee

Date: **Feb 20, 2023**

Reviewed by :		Date	Approved by :				Date
MARIA CLARISSA G. OGSIMER OIC, Property Section			LOUELLA V. MUTIA OIC, Administrative Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
Core Function			Q	E	T	A	
OUTPUT 1							
Monitor, Approve , and Issue of all	Monitors, Approves, and Issues of all	Monitored, Approved, and Issued of all Accountable					
Accountable forms and Driver License	of Accountable forms and Driver License	Accountable forms and Driver License Cards					
Cards	Cards thru Inventory Management System	thru Inventory Management System online request					
	(IMS) online request by the District Offices	by the District Offices Nationwide with 4 mins					
	Nationwide within 4 mins with 100% accuracy	with 98% accuracy	4	5	5	4.7	
OUTPUT 2							
Preparation of Request for Spot	Prepares of Request for Spot Inspection	Prepared of Request for Spot Inspection					
Inspection of the Items Deliver	of the Items Deliver address to the Resident	of the Items Delivered address to the Resident					
address to the Resident Auditor	Auditor and Inspection Committee with	Auditor and Inspection Committee with					
and Inspection Committee	100 % accuracy	98 % accuracy	4	5	5	4.7	

OUTPUT 3			Ratings				Remarks
			Q	E	T	A	
Update Records of deliveries and	Updates of Records of deliveries	Updated Records of deliveries and items issued					
issuance of the Items for verification	and issuance of the Items for verification	for verification purposes and for the preparation of					
purposes and for the preparation of the	purposes and for the preparation of the	of the Monthly Report of Accountable forms and					
Monthly Report of Accountable forms and	Monthly Report of Accountable forms and	driver license card issued with 98% accuracy	4	5	5	4.7	
driver license card issued	driver license card issued with 100 % accuracy						
OUTPUT 4							
Encode the series number of all	Encodes the series number of all Accountable	Encoded the series number of all Accountable					
Accountable Forms and Driver License	Forms and Driver License Cards thru Inventory	Forms and Driver License Card thru Inventory					
Cards deliver thru Inventory Management	Management System (IMS) of Stradcom within	Management System (IMS) of Stradcom within					
System (IMS) of Stradcom	45 mins with 100% accuracy	of Stradcom within 45 mins with 98% accuracy	4	5	5	4.7	
OUTPUT 5							
Doing the activation and transfer of	Activate/transfer of cards in the Dermalog	Activated/transferred of cards in the Dermalog					
cards in the Dermalog Inventory System	Inventory System based on the District Offices	Inventory System based on the District Offices					
based on the request of District Offices	nationwide with 100% accuracy	nationwide with 98% accuracy	4	5	5	4.7	
Nationwide							
OUTPUT 6							
alternate receipt of Driver License	alternate receives and checks delivered Driver's	alternate received and checked delivered Driver's					
Cards (DL)	License Cards from the supplier with 100%	License Cards from the supplier	4	5	5	4.7	
	completeness	with 98% completeness					
OUTPUT 7							
Prepare Monthly inventory of all Accountability	Prepares Monthly inventory of Accountable	Prepared Monthly inventory of Accountable					
Reports of Accountable Forms and Driver	Forms and Driver License Cards and	Forms and Driver License Cards and					
License Cards and render reports of losses	render reports of losses and manage	render reports of losses and manage					
and manage disposal thereof	disposal thereof with 100% accuracy	disposal thereof with 98% accuracy	4	5	5	4.7	

OUTPUT 8			Ratings				Remarks
			Q	E	T	A	
Prepare Bill of Ladings, IRS and IRAF for issued Accountable Forms and Driver License Cards	Prepares Bill of Lading, IRS and IRAF for issued Accountable Forms and Driver License Cards with 100% accuracy	Prepared Bill of Lading, IRS and IRAF for issued Accountable Forms and Driver License Cards with 98% accuracy	4	5	5	4.7	
							Remarks
Support Function							Remarks
OUTPUT 1							Remarks
Assist in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and and safety to supplies	Assists in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and and safety to supplies	Assisted in the maintenance of storage area of Accountable forms and Driver's License cards to ensure the security and and safety to supplies	4	5	5	4.7	
							Remarks
OUTPUT 2							Remarks
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 98% accuracy	4	5	5	4.7	
							Remarks
Total Over-all Rating			40	50	50	47	
Final Average Rating			4.0	5.0	5.0	4.7	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :							
Discussed with :		Date :	Assessed by:		Date	Final Ranking by:	
 BABYLYN F. VITORIO Employee		Feb 20, 2023	I certify that I discussed my assessment of the performance with the employee  MARIA CLARISSA G. OGSIMER Immediate Supervisor		2/22/23	 LOUELLA V. MUTIA Head of Division	

Legend 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

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