

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ALVIN P. CAGOMOC of MID - Records Section, 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 2022 TO JUNE 2022

ALVIN P. CAGOMOC

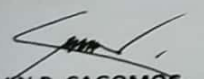
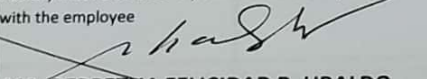

Ratee

Date: February 27, 2023

Reviewed by:	Date	Approved by:	Date				
<u>MA. PERPETUA FELICIDAD R. UBALDO</u>	February 27, 2023	<u>CLAUDIO B. BONSON JR</u>	February 27, 2023				
<u>Off, MID - Records Section</u>		Acting Chief, Management Information Division					
MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
<b>STRATEGIC PRIORITY</b>							
Evaluation of Motor Vehicles for encoding in the Data Take On Facility of the LTO-IT System	Evaluation of request for encoding in the Data Take On Facility shall be based on MC No. VPT-2001-1451 within 7 working day. Always acceding to standards	Request for MV DTO with complete requirements are evaluated within 7 working hours upon receipt 100 % accuracy.	4.5		4.5	4.5	
Re evaluation of compliances/ requirements of Motor Vehicles for encoding in the Data Take On Facility of the LTO-IT System	Evaluation of request for encoding in the Data Take On Facility shall be based on MC No. VPT-2001-1451 within 7 working day. Always acceding to standards	Request for MV DTO with complete requirements are evaluated within 7 working hours upon receipt 100 % accuracy.	5		5	5	
<b>CORE FUNCTIONS</b>							
Verification of Motor Vehicle	All data take on request are verified upon through the LTO -IT database of Stardom before implementation	verified MV Data within an hour before	5		4.75	4.9	
Receiving, Recording and Releasing of Documents	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded and updated in the documents tracking system. no error	All documents for receiving/releasing within the day are recorded on the same day.	5		5	5	

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
SUPPORT FUNCTION							
Answering phone calls	Courteous and receptive, with clear speaking voice, follows protocol in receiving/marking calls for superior; information noted, screened and relayed properly and accurately.	Phone calls answered promptly (not more than 3 rings.)	4.75		4.75	4.75	
Assistance to Walk-in Clients	Assist clients promptly with courtesy and respect, listen attentively to complaints and queries, refer clients to proper offices/persons within an hour upon arrival in the office	Assist clients within an hour upon arrival in the office.	4.75		4.75	4.75	
Final Average Rating						4.8	

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
 <b>ALVIN P. CAGOMOC</b> Administrative Assistant V	February 27, 2023	I certify that I discussed my assessment of the performance with the employee  <b>MA. PERPETUA FELICIDAD R. UBALDO</b> OIC, MID - Records Section	February 27, 2023	 <b>CLAUDIO B. BONSO JR</b> Acting MID	February 27, 2023

Legend:

Rating:

1 - Quality

1 - Poor

2 - Efficiency

2 - Unsatisfactory

3 - Timeliness

3 - Satisfactory

4 - Average

4 - Very Satisfactory

5 - Outstanding