


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **DANILO J. ENCELA**, of the **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 **July to December, 2022**.

DANILO J. ENCELA
Ratee



Date: _____

	Approved by:	Date
	 GIOVANNI Z. LOPEZ Executive Director	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Output 1 Checks, Reviews Draft Policies and Correspondence	100% accuracy in reviewing draft orders, memoranda, resolutions and correspondence	97% Accuracy in reviewing draft orders, memoranda, resolutions and correspondence	5	4	4	4.33	
Output 2 Signs and recommends MAIRDOEs Applications	100% accuracy in signing and recommending applications for accreditation of Manufacturers, Assemblers, Importers, Dealers, Rebuilders and other Entities (MAIRDOEs).	100% accuracy in signing and recommending applications for accreditation of Manufacturers, Assemblers, Importers, Dealers, Rebuilders and other Entities (MAIRDOEs).	5	5	5	5.00	
Core Functions:							
Output 1 Supervises Personnel and Activities of the Operations Division in Performance of its Functions.	100% accuracy in supervising personnel of the Operations Division in performance of its functions	97% accuracy in supervising personnel of the Operations Division in performance of its functions	5	5	4	4.67	
Output 2 Communicates and Discusses Program, Policies and Issues to Section Chiefs and Personnel	100% Communicates in a clear, concise manner, discusses program, policies and issues to staff; Enforce policies and procedures consistently; delegate activities;	97% Communicates in a clear, concise manner, discusses program, policies and issues to staff; Enforce policies and procedures consistently; delegate activities;	5	4	5	4.67	

	manage staff performance/productivity in alignment with the Division's plans and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts, if any; supervision does based on planned schedules and deadlines; coaching/resolution of conflicts done within the day for minor issues.	manage staff performance/productivity in alignment with the Division's plans and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts, if any; supervision does based on planned schedules and deadlines; coaching/resolution of conflicts done within the day for minor issues.					
Support Functions:							
Output 1 Acts as Resource Persons in Seminars/Training	100% accuracy in acting as resource person in seminars/training.	98% accuracy in acting as resource person in seminars/training	5	5	5	5.00	
Output 2 Participates in different Committees and TWG	100% participates in the different Committees TWG both in Office and in inter-agencies	98% participates in the different Committees TWG both in Office and in inter-agencies	5	5	4	4.67	
Final Average Rating			30	28	27	28.33	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date
 DANILO ENCELA Chief, Operations Division		 GIOVANNI Z. LOPEZ Executive Director	

Legend
Rating

Q - Quality
1 - Poor

E - Efficiency
2 - Unsatisfactory

T - Timeliness
3 - Satisfactory

A - Average
4 - Very Satisfactory

5 - Outstanding