

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARIO M. CARLOS**, of Property Section, Plate Unit, 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 to October 16 2022**.

Mario M. Carlos
Administrative Aide III

Reviewed by : MARIA CLARISSA G. OGSIMER OIC, Property Section	Date 7/21/22	Approved by : ENGR. ROBERTO S. SE Chief, Administrative Division	Date			
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor			
			Ratings			
CORE FUNCTION:			Q	E	T	A
OUTPUT 1						
Directly report to the OIC, Plate Unit regarding the status, performance, concern in the Plate Warehouse.	Directly reports to the OIC, Plate Unit regarding the status, performance, concern in the Plate Warehouse with 95% efficiency.	Directly reports to the OIC, Plate Unit regarding the status, performance, concern in the Plate Warehouse with 98% efficiency.	5	5	4	4.70
OUTPUT 2						
Receive series of Motor Vehicle & Motorcycle Plates from the PMP.	Receives 100,000 prs. of Motor Vehicle & 150,000 pcs. Of Motorcycle Plates with 95% accuracy.	Received 120,000 prs. of Motor Vehicle & 200,000 pcs. Of Motorcycle Plates with 98% accuracy.	4	4	4	4.0
OUTPUT 3						
Prepare of index card for the issuance of Motor Vehicle & Motorcycle Plates.	Prepares of index card 50,000 for Motor Vehicle and Motorcycle Plates with 95% accuracy.	Prepared of index card 60,000 for motor Vehicle and Motorcycle Plates with 98% accuracy.	4	4	4	4

SUPPORT FUNCTION:

OUTPUT 4			Ratings				Remarks
			Q	E	T	A	
Assist in the counting/packing of MV/MC plates to be shipped/ issued to the Regional Offices.	Assists in the counting/packing of 20,000 Motor Vehicle and Motorcycle Plates to be shipped/issued to the Regional Office with 95% completeness.	Assist in the counting/packing of 30,000 Motor Vehicle and Motorcycle Plates to be shipped/ issued to the Regional Office with 100% completeness.	5	5	5	5.0	
OUTPUT 5			Q	E	T	A	Remarks
Prepare of stock card for deliveries and issuances of MV/MC Blank plates and RFID Stickers.	Prepares of stock card 50,000 for Motor Vehicle and Motorcycle Blank Plates with 95% accuracy.	Prepared of stock card 60,000 for Motor Vehicle and Motorcycle Blank Plates with 98% accuracy.	4	4	4	4.0	
Total Over-all Rating			18	18	17	18	
Final Average Rating			4.5	4.5	4.3	4.3	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date		
MARIO M. CARLOS	02/23/2023	MARIA CLARISSA G. OGSIMER		ENGR. ROBERTO S. SE			
Employee		Off, Property Section		Chief, Administrative Division			
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE Rating : (1) POOR (2) UNSATISFACTORY (3) SATISFACTORY (4) VERY SATISFACTORY (5) OUTSTANDING							