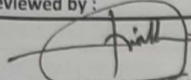
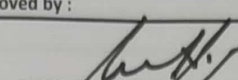


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

I **JOSSIE M. BORJA** of the General Services 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 **January 1, 2022 to June 30, 2022**

JOSSIE M. BORJA
JOSSIE M. BORJA

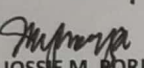
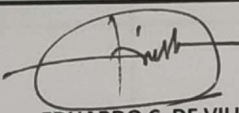
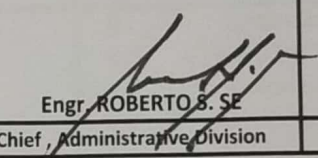
Administrative Officer V

Reviewed by : 	Date :	Approved by : 	Date :
Engr. EDUARDO C. DE VILLA OIC, Gen. Services Section		ENGR. ROBERTO S. SE Chief, Administrative Division	

OUTPUTS	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATINGS				
			5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-	Unsatisfactory		
			1	-	Poor		
OUTPUT 1			Q	E	T	A	Remarks
SUPERVISION OF THE UNIT	Supervises and monitors the daily activities of the Unit, with 90% efficiency	Supervised and monitored the daily activities of the Unit, 98% efficiency	5	5	4	4.667	
OUTPUT 2			Q	E	T	A	Remarks
DOCUMENTATION	Prepares and compose communications, reports, purchase requests, vouchers, ORS and other related to the function of the Unit, with 95% efficiency	Prepared and composed communications, reports, purchase requests, vouchers, ORS and other related to the function of the Unit, 98% efficiency	5	4	5	4.667	
OUTPUT 3			Q	E	T	A	Remarks
RECORDS MANAGEMENT	Evaluates and assigns receive documents wheter for mailing, hand carry delivery going to North and South Bounds, and/or dissemination within the Central Office, with 95% completeness	Evaluates and assigns receive documents wheter for mailing, hand carry delivery going to North and South Bounds, and/or dissemination within the Central Office, with 98% completeness	5	5	5	5	
			Q	E	T	A	Remarks
	Prepares transmittal and certified true copies of various LTO issuances for dissemination within the Central Office and e-mail to Regional Offices nationwide, 95% Completeness	Prepared transmittal and certified true copies of various LTO issuances for dissemination within the Central Office and e-mailed to Regional Offices nationwide, 100% Completeness	5	5	4	4.667	
	Updates file folders of Cross Reference for easy retrieval of documents, with 95% completeness	Updated file folders of Cross Reference for easy retrieval of documents, with 100% completeness	4	5	4	4.333	
	Conducts inventory of records of the Unit, for disposal for submission to the Committee, with 95% efficiency	Conducted inventory of records of the Unit for disposal, for submission to the Committee, with 98% efficiency	4	5	5	4.667	
	Monitors the records keeping of all LTO issuances/files, with 95% efficiency	Monitored the records keeping of all LTO issuances/files, with 100% efficiency	5	5	5	5	

OUTPUT 4			Q	E	T	A	Remarks
APPROVAL AND SIGNING	Approves/signs Job Requests for mimeographing and photo copying of various non-accountable forms and documents from different offices within the Central Office, with 95% efficiency	Approved/signed Job Requests for mimeographing and photo copying of various non-accountable forms and documents from different offices within the Central Office, with 90% efficiency	4	5	5	4.667	
FINAL AVERAGE RATING			4.63	4.88	4.63	4.71	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date	Assessed by :	Date :	Final Ranking by :	Date :
 JOSSIE M. BORJA	2.22.23	 Engr. EDUARDO C. DE VILLA		 Engr. ROBERTO S. SE	
Employee		OIC, GENERAL SERVICES SECTION		Chief, Administrative Division	

Legend : 1) Quantiy 2) Efficienty 3) Timeliness 4) Average