	INDIVIDUAL PERFO	RMANCE COMMITMENT AND REVIEW (IPCR)				
I. PRECIOUS MARIE C. TOND following targets in a		the Assistant Secretary , commit to deliver and agree to be	The state of	MARIE C. TOI	xk	
Reviewed by :	Date	Approved by :	+			Date
Chief, Planning Staff OUTPUT	SUCCESS FACTOR (Target + Measure)	Assistant Secretary ACTUAL ACCOMPLISHMENT	5 4 3 2	- Satisfac - Unsatis - Poor	istactory tory	
CORE FUNCTION			0	Ratings E 7	A	Remarks
CORE FUNCTION OUTPUT 1 Conduct of Strategic Planning and /or Performance Assessment & Evaluation Review	Conducted Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head of Offices to assess the preceeding performance period and map out plans for the succeeding rating period	Conducted Performance Assessment & Evaluation of 100% of Heads of Offices to assess previous period's performance and to mapped out plans for the succeeding period with concerned heads of offices	5		4.5	

1)	NDARES , Deputy Head of the Planning Staff, Office in accordance with the indicated measures for the period	of the Assistant Secretary , commit to deliver and agree to be rid of JAN-JULY 2022	PRECIOUS MAR	made	ARES	
Reviewed by :	Date	Approved by :				Date
DANILO MENCELA		run				
Chief, Planning Staff		EDGAR C. GALVANTE				
	SUCCESS FACTOR	Assistant Secretary				
OUTPUT	(Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - 4 - 3 - 2 - 1 -	Outstanding Very Satisfa Satisfactory Unsatisfactor Poor	ctory	
			R	atings		
						Remarks
ORE EUNCTION			QE	T	A	
ORE FUNCTION UTPUT 2	9 personnel who were very well supervised;	9 personnel who were very well supervised;	3	5	4	
taff Supervision	Supervisor must communicate in a clear concise manner; Discusses the policies, programs and issues intelligently & comprehensively to staff; Enforces policies and procedures consistently; Monitors staff work performance and coaches/motivates for improved performances and reinforced strengths; Delegates activities to qualified staff; Manages staff performance/productivity in alignment with the Division plans and programs and consistent with the Office's mission/goals using team approach; Identifies performance gaps and discusses learning & development options with the staff; Continuously goves clear and objective performance feedback and reinforcement; Handles workplace relationships and objectively resolves conflict, if any. The ff. shall be used for validation purposes: a. Performance Monitoring Forms b. Perf. Monitoring & Coaching Journal c. Coaching Report Forms d. Resolution of Conflicts/Issues/Concerns Journal Based on planned schedules and deadlines. For coaching and/or resolution of conflicts/concerns/issues, however the action should be at least 1 hour after the knowledge of existence of issues or conflicts	Communicated in a clear concise manner; Discussed the policies, programs and issues intelligently & comprehensively to staff; Enforced policies and procedures consistently; Monitored staff work performance and coached/motivated for improved performances and reinforced strengths; Delegated activities to qualified staff; Managed staff performance/productivity in alignment with the Division plans and programs and consistent with the Office's mission/goals using team approach; Identified performance gaps and discusses learning & development options with the staff; Continuously gave clear and objective performance feedback and reinforcement; Handled workplace relationships and objectively resolved conflict, if any. The ff. were used for validation purposes: a. Performance Monitoring Forms b. Perf. Monitoring & Coaching Journal c. Coaching Report Forms d. Resolution of Conflicts/Issues/Concerns Journal Based on planned schedules and deadlines. For coaching and/or resolution of conflicts/concerns/issues, the action was at least 1 hour after the knowledge of existence of issues or conflicts				

	INDIVIDUAL PERFOR	RMANCE COMMITMENT AND REVIEW (IPCR)		
I. PRECIOUS I	MARIE C. TONDARES , commit to deliver and agree accordance with the indicated measures for the period of	to be rated on the attainment of the	PRECIOUS MARIE C. TONDARES	S Dage 3
Performed by :		1.		Date
DANILO JENCELA Chief, Planning Staff	Date	Approved by : EDGAR CONTVANT Assistant Secretary	A	Care
тичтио	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISTMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor Ratings	
CORE FUNCTION			QET	A Remarks
OUTPUT 3 Review of Official Correspondence	Review of an average of 20 communication/mo. Review shall follow the grammatical rules, CSW, documentation properly noted, no revision Released within 30 minutes for simple correspondences / 1 hour for complex communications.	Reviewed on an average of 40 communications in a month. The review followed the grammatical rules, CSW, documentation always properly noted, no revision. Released witin 15 minutes for simple correspondences/ 1 hour for complex communication	Ratings	Remarks
CORE FUNCTION			QET	A
DUTPUT 4 Statistical Estimation/ Projection	6 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transaction should be accurate, unbiased and consistent and based on planned schedules & set deadlines/instruction.	9 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions were accurate, unbiased and consistent and based on planned schedules & set deadlines/instruction.	5	5 5

F. State of the st	INDIVIDUAL PER	RFORMANCE COMMITMENT AND REVIEW (IPCR)				_	
I, PRECIOUS following targets in	MARIE C. TONDARES , commit to deliver and a naccordance with the indicated measures for the per	gree to be rated on the attainment of the iod of JAN-JULY 2022	PRECIO	OUS MARIE		ARES	P
Reviewed by :	Date	Approved by :	L				Date
41	Date	1 111/1/	1				
DANILO WENCELA		EDGAR C. GALVANTE					
Chief, Planning Staff	SUCCESS FACTOR	Assistant Secretary					
ОИТРИТ	(Target + Measure)	ACTUAL ACCOMPLIS#MENT	5 4 3 2 1		Outstanding Very Satisfact Satisfactory Unsatisfactor Poor ings		
							Remarks
			Q	E	T	A	73.407.00
ORE FUNCTION			3		5	4	
UTPUT 5 valuation of Regional regional regions on Statistical ccomplishment vs. Performance arget & Evaluation of R.O.s ased on the Submission of	16 Regional Offices evaluated according to standards and based on the ff. aspects: a.) Statistical accomplishment vs. Performance Target b.) Completeness, Accuracy & Timeliness in Submission of MIS Reports Evaluation must be accurate, reliable and valid. It should be measurable and consistently applied to allow consistent comprison of Regional Office's Accomplishment vis-à-vis Performance Target and based on planned schedules and set deadlines/instruction	16 Regional Offices evaluated according to standards and based on the ff. aspects: a.) Statistical accomplishment vs. Performance Target b.) Completeness, Accuracy & Timeliness in Submission of MIS Reports Evaluation was accurate, reliable and valid. It was measurable and consistently applied to allow consistent comprison of Regional Office's Accomplishment vis-à-vis Performance Target and based on planned schedules and submitted 10 days ahead of set deadlines/instruction					
			-	R	atings	_	
			Q	E	T	A	Remarks
ORE FUNCTION							
UTPUT 6 eneration & Analysis of atistical Reports	6 MIS reports prepared with an effective & accurate statistical reports/analysis There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports The statistical reports/analysis for the MIS transaction should be accurate, unbiased and consistent based on available data and based on planned schedules/set deadlines/instruction	12 MIS reports prepared with an effective & accurate statistical reports/analysis There were accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports The statistical reports/analysis for the MIS transaction were accurate, unbiased and consistent based on available data and based on planned schedules and submitted 5 days before deadlines/instruction	5		5	5	

1/	accordance with the indicated measures for the peri	ON STATUTE I EVER	PRECIO	US MARIE (RES	-
Reviewed by :	Date	Approved by :	_				Date
DANILO Y ENCELA		suun					
Chief, Planning Staff		EDGAR C. GALVANTE As≱istant Secretary					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5		outstanding		
			3 2	- 8	ery Satisfacto Satisfactory Unsatisfactory		
			1	Rati	Poor	-	
					, igo		Remarks
ORE FUNCTION			Q	E	T	A	Remarks
UTPUT 7	16 LTO Regional/District Offices	16 LTO Benjame I/District Office			-		
IIS Reports Monitoring	who were monitored as to the completeness & timeliness of MIS Reports submission. A journal of the date of submission, completeness & deficiencies, if any of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A journal of the date of submission, completeness & deficiencies, if any,of submitted MIS reports were properly recorded & appropriate action were undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports were notified via memorandum or telephone call within the day	3		5	4	
				R	atings		
			-	E	Т Т	A	Remarks
ORE FUNCTION					1	^	
JTPUT 8 S Reports Monitoring nual Accomplishment /Summary of atistical/Status Reports	4 quarterly/annual accomplishment reports which are well organized and accurate The accomplishment/status report should be concise, easy to understand, based on facts & verified information; the report must be clear, well organized & gramatically correct. The data contained in the report should be accurate & up-to-date and based on planned schedule & set deadline/instruction.	4 quarterly and annual accomplishment reports were well organized and accurate. The accomplishment/status reports were concise, easy to understand, based on facts & verified information; the report must be clear, well organized & gramatically correct. The data contained in the report were accurate & up-to-date and based on planned schedule & submitted 5 days before deadline/instruction.	5		5	5	

	INDIVIDUAL PERF	ORMANCE COMMITMENT AND REVIEW (IPCR)							
I. <u>PRECIOUS</u> following targets in	MARIE C. TONDARES , commit to deliver and agree accordance with the indicated measures for the period	ee to be rated on the attainment of the	PRECIOU	IS MARIE Employ	C. TONDAR	RES			
		the state of the s	1			_	Date		1
Reviewed by :	Date	Approved by :			-		-		1
DANILOWENCELA		EDGARC. GALVANTE	N						4
Chief, Planning Staff		Asylstant Secretary							1
ОИТРИТ	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 4 3 2 1		Outstanding Very Satisfactory Satisfactory Unsatisfactory Poor				page 6
				Rat	ings	_	1		
			- 0	E	т	A	1	Remarks	
CORE FUNCTION									-
OUTPUT 9 Conduct of MIS Trainings to Regional Offices	Conduct of trainings on the proper preparation of the Management Information System Reports according to standards The conduct of MIS training must be suitably handled for MIS-in-charge to appropriately fulfill their roles; new learnings/guidelines/should be properly explained/clarified, work out gaps, if any. Ensure that the new MIS trainings/MIS development feeds into the review of the trained personnel performance as to accuracy, completeness & timeliness in submission of MIS Reports. This could be validated in the evaluation of MIS Reports of Regional Offices. Based on planned schedules/instruction. If there is a learning gap, this should be addressed within the day	Conducted trainings on the proper preparation of the Management Information System Reports according to standards The conduct of MIS training were suitably handled for MIS-in-charge to appropriately fulfill their roles; new learnings/guidelines/should be properly explained/clarffied, work out gaps, if any. Ensured that the new MIS trainings/MIS development feeds into the review of the trained personnel performance as to accuracy, completeness & timeliness in submission of MIS Reports. This was validated in the evaluation of MIS Reports of Regional Offices. Based on planned schedules/instruction. If there is a learning gap, they were addressed immediately.	5		Ratings	5			
				2	E	T	A	Remark	s
CORE FUNCTION									
OUTPUT 10 Action on rountine & non-routine communications	Average of 25 communications per month which were acted upon immediately, appropriate & according to standards Simple memoranda, letters, reports, endorsements, etc. shall follow the prescribed formats; CSW; no revision & must be submitted on the 3rd day. Memoranda, letters, reports, endorsements, etc. that requires research/statistical estimates & calculations/analysis prior to performance of task and technical competence; no precedent case, CSW; 1 revision & to be submitted on the 5th day.	Average of 56 communications per month which were acted upon immediately, appropriate & according to standards Simple memoranda, letters, reports, endorsements, etc, followed the prescribed formats; CSW; no revision & submitted on the 2nd day. Memoranda, letters, reports, endorsements, etc. that required research/statistical estimates & calculations/analysis prior to performance of task and technical competence; no precedent case, CSW; no revision & submitted 2 days before deadline.		5		4	4.5		

viewed by :		,	PRECIOU	S MARIE (Employ		RES		
DANILOV ENCELA	Date	Approved by : EDGAR/C. GALVANTE	N				Date	
Chief, Pianning Staff OUTPUT	SUCCESS FACTOR (Target + Measure)	Assistant Secretary ACTUAL ACCOMPLISHMENT	5 4 3 2 1	- 1	Outstanding Very Satisfact Satisfactory Unsatisfactor Poor ings			page i
ORE FUNCTION			Q	E	τ	A	Rei	marks
NTPUT 11 ssistance/Address of researcher's ead for statistical data & other utputs of the Office	25 researchers who were assisted & whose need for LTO statistical data/other outputs of the Office has been attended well. The researchers' needs must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechansim should be available. Researchers must be attended to within 2 minutes upon arrival	58 researchers who were assisted & whose need for LTO statistical data/other outputs of the Office has been attended well. The researchers' needs were addressed in a courteous & responsive manner. A good public relationship was established wherein a feedback mechansim should be available. Researchers were attended upon arrival.	5		Ratings	5		
				Q	E	т	A	Remarks
CORE FUNCTION OUTPUT 12 Design/Development/Redesign of Statistical Report Formats	Developed/designed/redesigned statistical report formats which are according to set standards. The statistical report format to be designed should be easy to understand/accomplish, well-organized & must be able to capture the complete reportorial requirement and to be submitted on planned schedules and set deadlines/ instruction.	Developed/designed/redesigned statistical report formats which are according to set standards. The statistical report formats designed were easy to understand/accomplish, well-organized & able to capture the complete reportorial requirement and submitted 3 days before deadlines/ instruction.		5		5	5	

	INDIVIDUAL PERF	ORMANCE COMMITMENT AND REVIEW (IPCR)	-					page 8
I. PRECIO following targets	· · · · · · · · · · · · · · · · · · ·							
				IS MARIE Emplo	C. TONDA	ARES		
DANILO ENCELA Chief, Planning Staff	Date	Approved by : EDGARC, GALVANTE					Date	
ОИТРИТ	SUCCESS FACTOR (Target + Measure)	Asylstant Secretary ACTUAL ACCOMPLISHMENT	5 4 3 2 1	•	Outstanding Very Satisfactory Satisfactory Unsatisfactor Poor			
CORE FUNCTION			a	E	ings T	A	Remarks	1
OUTPUT 13 Development of MIS procedures/ guidelines as to how Regional Offices will accomplish MIS Reports	Developed 1 MIS procedure/ guidelines per semester by which LTO Regional/ District Offices will provide information/ data which are accdg. to set standards. The developed MIS procedure/guidelines should be easy to understand/accomplish, well-organized & must be able to capture the complete reportorial requirement & to be submitted based on planned schedules and set deadlines/instruction.	Developed 2 MIS procedures/ guidelines per semester by which LTO Regional/ District Offices will provide information/ data which are accdg, to set standards. The developed MIS procedure/guidelines were easy to understand/accomplish, well-organized & able to capture the complete reportorial requirement & submitted 3 days before set deadlines/instruction.	5		5	5		
otal Over-all Rating			59		63	61		
Final Average Rating			4.5		4.8	4.7		
Adjectival Rating					Ve	ry Satisf	actory	

	INDIVIDUAL PERFO	DRMANCE COMMITMENT AND REVIEW (IPCR)					
I, <u>PRECIOUS M</u> following targets in ac	IARIE C. TONDARES , commit to deliver and agree coordance with the indicated measures for the period of					Amel o	
				OUS MARIE	C. TOND	10/20 a	l.s
eviewed by :				Empk	oyee		
	Date	Approved by :					Date
ОИТРИТ	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5		Outstanding		
			4 3 2 3	-	Very Satisfactory Unsatisfactor Poor	0.000	
					ings		
			- 0				Remarks
ORE FUNCTION DUTPUT 1			- °	E	T	A	
conduct of Strategic Planning and /or erformance Assessment & Evaluation leview	Conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head of Offices to assess the preceeding performance period and map out plans for the succeeding rating period						
	Control of the Contro						
	Constitution of the last of th						
	The second second second						

	INDIVIDUAL PERFORM	ANCE COMMITMENT AND REVIEW (IPCR)					
l. <u>PRECIOU</u> following targets i	S MARIE C. TONDARES , commit to deliver and agree to a n accordance with the indicated measures for the period of JU	De rated on the attainment of the LLY-DEC. 2023	PRECIOU	MARIE Employ	C. TONDA	10/20 RES	29
eviewed by :	Date	Approved by :					Date
		GOVANNI Z/LOPEZ					
		Executivy Director					
ОИТРИТ	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	8 4 3 2	-	Outstanding Very Satisfact Satisfactory Unsatisfactor Poor		
					ings	T	
							Remarks
ORE FUNCTION			Q	E	T	A	
OUTPUT 2	9 personnel who were very well supervised;					-	
	Supervisor must communicate in a clear concise manner; Discusses the policies, programs and issues intelligently & comprehensively to staff; Enforces policies and procedures consistently; Monitors staff work performance and coaches/motivates for improved performances and reinforced strengths; Delegates activities to qualified staff; Manages staff performance/productivity in alignment with the Division plans and programs and consistent with the Office's mission/goals using team approach; Identifies performance gaps and discusses learning & development options with the staff; Continuously goves clear and objective performance feedback and reinforcement; Handles workplace relationships and objectively resolves conflict, if any. The ff. shall be used for validation purposes: a. Performance Monitoring Forms b. Perf. Monitoring & Coaching Journal c. Coaching Report Forms d. Resolution of Conflicts/Issues/Concerns Journal Based on planned schedules and deadlines. For coaching and/or resolution of conflicts/concerns/issues, however the action should be at least 1 hour after the knowledge of existence of issues or conflicts						

	INDIVIDUAL PERF	ORMANCE COMMITM	ENT AND REVIEW (IPCR)					
I. PRECIOUS following targets in	MARIE C. TONDARES , commit to deliver and agree accordance with the indicated measures for the period	ee to be rated on the attain of <u>JULY-DEC</u> , 2023	ment of the					pi
			-		OUS MAR	IE C. TON	DARES	M.
Reviewed by :	Date	Approved by :	glovanni z bopez	/				Date
ОПТРИТ	SUCCESS FACTOR (Target + Measure)	ACTUA	Executive Director	6 4 3 2		Outstanding Very Satisfa Satisfactory Unsatisfactory Poor	actory	
					Ra	tings		
CORE FUNCTION				Q	E	т	A	Remarks
OUTPUT 3 Review of Official Correspondence	Review of an average of 20 communication/mo. Review shall follow the grammatical rules, CSW, documentation properly noted, no revision Released within 30 minutes for simple correspondences / 1 hour for complex communications.							
					Ra	tings		
				Q	E	T	A	Remarks
CORE FUNCTION	Town							
OUTPUT 4 Statistical Estimation/ Projection	6 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transaction should be accurate, unbiased and consistent and based on planned schedules & set deadlines/instruction.							

I. PRECIOUS	MARIE C. TONDARES commit to deliver and agree	PRMANCE COMMITMENT AND REVIEW (IPCR)			-		
following targets in	accordance with the indicated measures for the period of	of JULY-DEC, 2023	PRECIO	JAMANIE Emplo	LU 7	/	D 23
eviewed by :	Date	Approved by :	,				Date
		COVANNIZ LOPEZ					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5		Outstanding		
			4 3 2 1)	Very Satisfactory Unsatisfactor Poor		
			-	Rat	ings		
ORE FUNCTION			a	E	T	A	Remarks
UTPUT 5	16 Regional Offices evaluated						
valuation of Regional iffices based on Statistical ccomplishment vs. Performance arget & Evaluation of R.O.s ased on the Submission of IIS Reports	according to standards and based on the ff. aspects: a.) Statistical accomplishment vs. Performance Target b.) Completeness, Accuracy & Timeliness in Submission of MIS Reports Evaluation must be accurate, reliable and valid. It should be measurable and consistently applied to allow consistent comprison of Regional Office's Accomplishment vis-à-vis Performance Target and based on planned schedules and set deadlines/instruction						
				R	atings		
				E	Т Т	A	Remarks
ORE FUNCTION							
output 6 ieneration & Analysis of tatistical Reports	6 MIS reports prepared with an effective & accurate statistical reports/analysis There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports The statistical reports/analysis for the MIS transaction should be accurate, unbiased and consistent based on available data and based on planned schedules/set deadlines/instruction						

	INDIVIDUAL PERFORM	MANCE COMMITMENT AND REVIEW (IPCR)					
I, <u>PRECIOUS MA</u> following targets in acc	RIE C. TONDARES , commit to deliver and agree to cordance with the indicated measures for the period of y	b be rated on the attainment of the JULY-DEC. 2023	PRECIO	US MARIE Emplo	C. TONDA	11/10/	2029 P
eviewed by :	Date	Approved by :					Date
	GIOVANNI Z. LOPPZ						Date
ОИТРИТ	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 4 3 2)	Outstanding Very Satisfact Satisfactory Unsatisfactor		
	The second secon		1 - Poor Ratings				
			-	Rat	ings		
ORE FUNCTION			a	E	Т	A	Remarks
OUTPUT 7	16 LTO Regional/District Offices						
IIS Reports Monitoring	who were monitored as to the completeness & timeliness of MIS Reports submission. A journal of the date of submission, completeness & deficiencies, if any, of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days				Ratings		
							Remarks
CORE FUNCTION			٩	E	Т	A	
OUTPUT 8 MIS Reports Monitoring Annual Accomplishment /Summary of Statistical/Status Reports	4 quarterly/annual accomplishment reports which are well organized and accurate The accomplishment/status report should be concise, easy to understand, based on facts & verified information; the report must be clear, well organized & gramatically correct. The data contained in the report should be accurate & up-to-date and based on planned schedule & set deadline/instruction.						

		RMANCE COMMITMENT AND REVIEW (IPCR)					1
I. PRECIOUS following targets in	S MARIE C. TONDARES , commit to deliver and agree n accordance with the indicated measures for the period of	to be rated on the attainment of the JULY-DEC, 2023	PRECIOUS !	MARIE C. TO	M I	1/0/2023	
viewed by :	P-1-	G C				Date	-
	Date	Approved by :				Date	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT					page 6
	(Target + measure)		5 4 3 2 1	- Satisfac	tisfactory		
						Remarks	
ORE FUNCTION			9	E 1	A		1
UTPUT 9	Conduct of trainings on the				-		
conduct of MIS Trainings to regional Offices	proper preparation of the Management Information System Reports according to standards The conduct of MIS training must be suitably handled for MIS-in-charge to appropriately fulfill their roles; new learnings/guidelines/should be properly explained/clarified, work out gaps, if any. Ensure that the new MIS trainings/MIS development feeds into the review of the trained personnel performance as to accuracy, completeness & timeliness in submission of MIS Reports. This could be validated in the evaluation of MIS Reports of Regional Offices, Based on planned schedules/instruction. If there is a learning gap, this should be addressed within the day			Pat	ings		
				Rat	ings		
			Q	E	T	A Rem	narks
ORE FUNCTION							
Action on rountine & non- routine communications	Average of 25 communications per month which were acted upon immediately, appropriate & according to standards Simple memoranda, letters, reports, endorsements, etc, shall follow the prescribed formats; CSW; no revision & must be submitted on the 3rd day. Memoranda, letters, reports, endorsements, etc. that requires research/statistical estimates & calculations/analysis prior to performance of task and technical competence; no precedent case, CSW; 1 revision & to be submitted on the 5th day.						

following targets in a	MARIE C. TONDARES , commit to deliver and agre accordance with the indicated measures for the period	of JULY-DEC, 2023	PRECIOL	IS MARIE Employ		T/10	12029	
	Date	Approved by:					Date	
		GIOVANINIZ LOPEZ						
OUTPUT	SUCCESS FACTOR	Executive Director	1					1
	(Target + Measure)	ACTUAL ACCOMPLISHMENT	5	1.	Outstanding			1
			4 3 2 1): :	Very Satisfactory Unsatisfactor Poor tings			page 7
ORE FUNCTION			- 0	E	Т	A	Remarks	
UTPUT 11	25 researchers who were assisted &							
Assistance/Address of researcher's eed for statistical data & other autputs of the Office	whose need for LTO statistical data/other outputs of the Office has been attended well. The researchers' needs must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechansim should be available. Researchers must be attended to within 2 minutes upon arrival							
					Rating	s		
ORE EUNCTION				Q	E	T	A Remark	s
ORE FUNCTION OUTPUT 12	Developed/designed/redesigned							
Design/Development/Redesign If Statistical Report Formats	statistical report formats which are according to set standards. The statistical report format to be designed should be easy to understand/accomplish, well-organized & must be able to capture the complete reportorial requirement and to be submitted on planned schedules and set deadlines/ instruction.							

	INDIVIDUAL PERFO	PRMANCE COMMITMENT AN	D REVIEW (IPCR)				-
	S MARIE C. TONDARES , commit to deliver and agree n accordance with the indicated measures for the period of		The second secon	PRECIOUS MA	UUJ I	110/20	ಸಿತ -
Reviewed by	Date	Approved by :	GIOVANNI ZLOĐEZ		F		Date
ОПТРП	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCO	Executive Director MPLISTMENT	5 4 2	Cutstanding Very Satisfactory Satisfactory Unsatisfactory		
				1	Ratings	A	Remarks
ORE FUNCTION					-	1	
EVERY TO SERVICE OF THE SERVICE OF T	Developed 1 MIS procedure/ guidelines per semester by which LTO Regional/ District Offices will provide information/ data which are accdg to set standards. The developed MIS procedure/guidelines should be easy to understand/accomplish, well-organized & must be able to capture the complete reportorial requirement & to be submitted based on planned schedules and set deadlines/instruction.						
otal Over-all Rating						-	-
inal Average Rating							
djectival Rating							

