

# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **WALWYNNE S. CONCEPCION**, of the License Section-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 of **JANUARY to JUNE 2022**

*Walwynne S. Concepcion*  
**Walwynne S. Concepcion**  
 Administrative Officer III

<b>Reviewed by :</b>	<b>Date</b>	<b>Approved by :</b>					
<b>RICHARD M. CORTEZ</b>	February 20, 2023	<b>DANILO L. ENCELA</b>					
Immediate Supervisor		Chief, Operations Division					
<b>OUTPUT</b>	<b>SUCCESS FACTOR (Target + Measure)</b>	<b>ACTUAL ACCOMPLISHMENT</b>	<b>Head of Office</b>				
			5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-	Unsatisfactory		
			1	-	Poor		
<b>STRATEGIC PRIORITY</b>			<b>Ratings</b>				
			<b>Q</b>	<b>E</b>	<b>T</b>	<b>A</b>	<b>Remarks</b>
<b>Preparation of Correspondence, Letters, Certifications, Memos, etc.</b>	Compose/Prepares/Type communications, letters, certifications, memos, etc. - with 100% efficiency - types in accordance to correspondents official format prescribed by the management - to prepare within 1-2 days upon receipt	Composed/Prepared/Typed communications, letters, certifications, memos, etc. - with 100% efficiency - typed in accordance to correspondents official format prescribed by the management - prepared within 1-2 days upon receipt	5	5	4	4.67	
<b>CORE FUNCTIONS</b>			<b>Q</b>	<b>E</b>	<b>T</b>	<b>A</b>	<b>Remarks</b>
<b>Documentation Control/ Records Management</b>	1. Manages, monitors, records and files incoming and outgoing communications/ correspondence/ documents of License Section with 100% completeness.	1. Managed, monitored, recorded and filed incoming and outgoing communications/ correspondence/ documents of License Section with 100% completeness.	5	5	4	4.67	

**MIS Report**

2. Consolidates and prepares monthly MIS Report of License Section:  
 - no typing error  
 - completeness of the data; classify drivers by gender, types of driver's license and total number of issued driver's license and certifications per month

2. Consolidated and prepared monthly MIS Report of License Section:  
 - no typing error  
 - completeness of the data; classify drivers by gender, types of driver's license and total number of issued driver's license and certifications per month

Q	E	T	A	Remarks
5	5	4	4.67	

**SUPPORT FUNCTIONS****Other Duties/Functions**

1. Monitors/prints incoming emails and prepares reply to emails/inquiries from DFA, Embassy's, etc..  
 - no typing error  
 - to reply within one (1) day upon receipt

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 - no typing error  
 - to reply within one (1) day upon receipt

Ratings				Remarks
Q	E	T	A	

5	5	5	5.00
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2. Answers telephone queries related to evaluation and issuances of driver's license and certifications  
 - 100% accuracy  
 - 100% client satisfaction with the answer to the query  
 - to relay important information/data accurately and courteously.

2. Answered telephone queries related to evaluation and issuances of driver's license and certifications  
 - 100% accuracy  
 - client were satisfied with the answer to the query  
 - important information/data noted and relayed accurately and courteously.

5	5	4	4.67
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3. Performs other related duties/functions assigned from time to time.

3. Performed other related duties/functions assigned from time to time.

5	5	5	5.00
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**Total Over-all Rating****Final Average Rating****Adjectival Rating**

30	30	26	28.68
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5.00	5.00	4.33	4.78
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**VERY SATISFACTORY**

and Recommendation for Development Purposes :

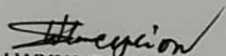
Discussed with :

Date :

Assessed by:


Date Final Ranking by:


Date

  
WALWYNNE S. CONCEPCION  
Administrative Officer III

Employee

2/20/2023

  
RICHARD M. CORTEZ  
Chief, License Section  
Head of Section

  
DANILO J. ENCELA  
Chief, Operations Division  
Head of Division

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE