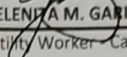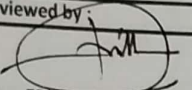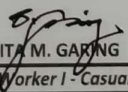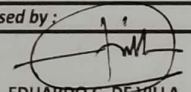# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

I, ELENITA M. GARING - Utility Worker I of 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 **October 1, 2022 to December 31, 2022**

ELENITA M. GARING
Utility Worker - Casual

Reviewed by :	Date :	Approved by :	Date :
Engr. EDUARDO C. DE VILLA OIC, Gen. Services Section	2/28/23	LOUELLA V. MUTIA OIC, 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
Reciept Documents	To received daily all documents to be sign by Chief, GSS and Chief, Admin. with 90% accuracy.	Received all documents signed by Chief, GSS and Chief, Admin. With 100% accuracy.	4.00	4.00	4.00	4.00	
OUTPUT 2			Q	E	T	A	Remarks
Reply on Telephone calls.	To answer incoming telephone calls and records important messages for the Chief, GBM with 90% accuracy.	Answered incoming telephone calls and recorded important messages for the Chief, GBM with 100% accuracy.	4.00	4.00	4.00	4.00	
OUTPUT 3			Q	E	T	A	Remarks
Liason Work	To perform liason work as ordered by the Chief, GSS with 90% completeness	Performed liason work as ordered by the Chief,GSS with 100% completeness. Accomplished: as they come	4.00	4.00	4.00	4.00	
Support Function			Q	E	T	A	Remarks
Other Tasks	Does other tasks assign from time to time by immediate supervisor with 90% completeness.	Does other tasks assign from time to time by immediate supervisor with 95% completeness. Accomplished : as they come.	4.00	4.00	4.00	4.00	
TOTAL OVER-ALL RATINGS			16.00	16.00	16.00	16.00	
FINAL AVERAGE RATING			4.00	4.00	4.00	4.00	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date	Assessed by :	Date :	Final Ranking by :	Date :
ELENITA M. GARING Utility Worker I - Casual	2/27/23	Engr. EDUARDO C. DE VILLA OIC, GENERAL SERVICES SECTION	2/28/23	LOUELLA V. MUTIA OIC, Administrative Division	

Legend : 1) Quantity 2) Efficiency 3) Timeliness 4) Average