

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

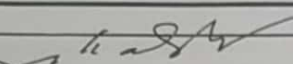
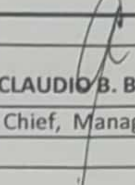
TARGET FOR THE YEAR 2023

I, ALVIN P. CAGOMOC of MID - Records Section, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY 2023 TO DECEMBER 2023

ALVIN P. CAGOMOC

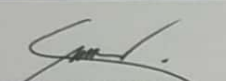
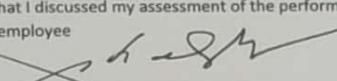

Ratee

Date: February 27, 2023

Reviewed by: 		Date	Approved by: 		Date		
MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section		February 27, 2023	CLAUDIO B. BONSOL JR Acting Chief, Management Information Division		February 27, 2023		
MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
STRATEGIC PRIORITY							
Evaluation of Motor Vehicles for encoding in the Data Take On Facility of the LTO-IT System	Evaluation of request for encoding in the Data Take On Facility shall be based on MC No. VPT-2001-1451 within 7 working day. Always according to standards	Request for MV DTO with complete requirements are evaluated within 7 working hours upon receipt 100 % accuracy.					
Re evaluation of compliances/ requirements of Motor Vehicles for encoding in the Data Take On Facility of the LTO-IT System	Evaluation of request for encoding in the Data Take On Facility shall be based on MC No. VPT-2001-1451 within 7 working day. Always according to standards	Request for MV DTO with complete requirements are evaluated within 7 working hours upon receipt 100 % accuracy.					
CORE FUNCTIONS							
Verification of Motor Vehicle	All data take on request are verified upon through the LTO -IT database of Stradcom before implementation	verified MV Data within an hour before					
Receiving, Recording and Releasing of Documents	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded and updated in the documents tracking system. no error	All documents for receiving/releasing within the day are recorded on the same day.					

MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
SUPPORT FUNCTION							
Answering phone calls	Courteous and receptive, with clear speaking voice, follows protocol in receiving/marking calls for superior; information noted, screened and relayed properly and accurately.	Phone calls answered promptly (not more than 3 rings.)					
Assistance to Walk-in Clients	Assist clients promptly with courtesy and respect, listen attentively to complaints and queries, refer clients to proper offices/persons within an hour upon arrival in the office	Assist clients within an hour upon arrival in the office.					
Final Average Rating							

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
 ALVIN P. CAGOMOC Administrative Assistant V	February 27, 2023	I certify that I discussed my assessment of the performance with the employee  MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section	February 27, 2023	 CLAUDIO B. BON SOL JR Acting MID	February 27, 2023

Legend:

Rating:

1 - Quality

1 - Poor

2 - Efficiency

2 - Unsatisfactory

3 - Timeliness

3 - Satisfactory

4 - Average

4 - Very Satisfactory

5 - Outstanding

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TARGET FOR THE YEAR 2023

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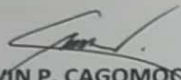
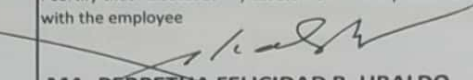

ALVIN P. CAGOMOC
Ratee

Date: February 27, 2023

Reviewed by:		Date	Approved by:		Date		
MA. PERPETUA FELICIDAD R. UBALDO OIC, MID - Records Section		February 27, 2023	CLAUDIO B. BONSOL JR Acting Chief, Management Information Division		February 27, 2023		
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
STRATEGIC PRIORITY							
Evaluation of Motor Vehicles for encoding in the Data Take On Facility of the LTO-IT System	Evaluation of request for encoding in the Data Take On Facility shall be based on MC No. VPT-2001-1451 within 7 working day. Always according to standards	Request for MV DTO with complete requirements are evaluated within 7 working hours upon receipt 100 % accuracy.					
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Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average 5 - Outstanding
 Rating: 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory