

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


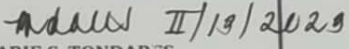
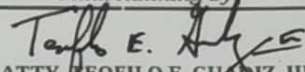
I, **EVANGELINE L. BUSTO**, of the Planning Staff, Office of the Assistant Secretary, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **AUGUST-DECEMBER, 2022**

*EBL*  
**EVANGELINE L. BUSTO**  
Employee

Reviewed by :	Date	Approved by :	Date				
<i>Adams</i> <i>11/19/2022</i>		<i>Tanilo E. Guady</i>					
<b>PRECIOUS MARIE C. TONDALES</b>		<b>ATTY. TANILO E. GUADY, III</b>					
Chief, Planning Staff		Assistant Secretary, LTO					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings	Remarks			
CORE FUNCTION			Q	E	T	A	
OUTPUT 1							
MFO 1 Assist in the conduct of Strategic Planning an/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period	5		4	4.5	
OUTPUT 2							
MFO 1 Statistical Estimation/ Projection	2 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions should be accurate, unbiased and consistent and based on planned schedules and set deadlines/ instructions.	3 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions should be accurate, unbiased and consistent and based on planned schedules and set deadlines/ instructions.	4		5	4.5	

			Ratings				Remarks
			Q	E	T	A	
OUTPUT 3							
MFO 1 Statistical Services MIS Reports Monitoring	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 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 must be properly recorded & appropriate action be 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	
			Ratings				Remarks
			Q	E	T	A	
OUTPUT 4							
MFO 1 Statistical Services Assistance/Address of researcher's need for statistical data & other output of the office	25 no. of researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researcher's need must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival.	57 no. of researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researcher's need must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival.	5		5	5	
Final Average Rating						4.5	

Comments and Recommendation for Development Purposes :

Discussed with :	Date : February 13, 2022	Assessed by:	Date	Final Ranking by	Date
 EVANGELINE L. BUSTO Employee		 PRECIOUS MARIE C. TONDARES Immediate Supervisor	II/19/2022	 ATTY. TEOFILO E. GUANZON, III Assistant Secretary, LTO	

Legend  
Rating

1- Quality  
1- Poor

2-Efficiency  
2- Unsatisfactory

3-Timeliness  
3-Satisfactory

4-Average  
4-Very Satisfactory

5-Outstanding