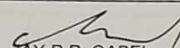



# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Jhanrey V. Emarca, of the Procurement Unit, Division of Administrative commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1 to June 30, 2022**.

JHANREY V. EMBARCA  
Ratee

Date: February 27, 2023

Reviewed by:	Date:	Approved by:	Date
 JAY-R R. OABEL Immediate Supervisor	2 / 27 / 2023	 ENGR. ROBERTO S. SE Head of Division	2 / 27 / 2023

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Procurement of the following LTO Special Projects:	Provide administrative support to the BAC and TWG, organize and make all necessary arrangement for meetings and conferences for the following bided projects in accordance with the standard within prescribed deadline/timeline	Provided administrative support to the BAC and TWG, organize and make all necessary arrangement for meetings and conferences for the following bided projects in accordance with the standard within prescribed deadline/timeline					
1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022	1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022	1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022					
2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022	2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022	2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022					
3. Procurement of Motorcycle Front Decal Plates	3. Procurement of Motorcycle Front Decal Plates	3. Procurement of Motorcycle Front Decal Plates	5	4	5	4.7	
4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project	4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project	4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project					
Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project					
Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project					

Activities	Assist the BAC and TWG in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	Assisted the BAC and TWG in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	5	5	5	5	
Timeliness of Procurement Process	Monitors procurement processes for public bidding and its documents in accordance with the standard within the prescribed deadline/timeline	Monitored procurement processes for public bidding and its documents in accordance with the standard within the prescribed deadline/timeline	5	5	4	4.7	
Procurement Documents	Controls and secures all procurement related documents	Controlled and secured all procurement related documents	5	4	5	4.7	
Submission of Procurement Documents	Prepares and submits all procurement related documents for public bidding to COA and NEDA in accordance with the standard within the prescribed deadline/timeline	Prepared and submitted all procurement related documents for public bidding to COA and NEDA in accordance with the standard within the prescribed deadline/timeline	5	4	5	4.7	
Submission of Procurement Documents	Prepares and submits procurement related documents as requested by Solicitor General, NBI, and Ombudsman for the on-going cases in accordance with the standard timelines upon request	Prepared and submitted procurement related documents as requested by Solicitor General, NBI, and Ombudsman for the on-going cases in accordance with the standard timelines upon request	5	4	5	4.7	
<b>Support Function:</b>							
Answering of Queries	Handles various incoming calls/communication from different offices/suppliers/contractors	Handled various incoming calls/communication from different offices/suppliers/contractors	4	5	4	4.3	
<b>Final Average Rating</b>			<b>4.9</b>	<b>4.4</b>	<b>4.7</b>	<b>4.7</b>	

**Comments and Recommendations for Development Purposes**

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
Jhanrey V. Embarca	2/27/2023	I certify that I discussed my assessment of the performance with the employee.	2/27/2023	Engr. Roberto S. Se	2/27/2023
Employee		Jay-R R. Oabel Immediate Supervisor		Head of Division	

Legend  
 Rating

1 - Quality  
 1 - Poor

2 - Efficiency  
 2 - Unsatisfactory

3 - Timeliness  
 3 - Satisfactory

4 - Average  
 4 - Very Satisfactory

5 - Outstanding



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

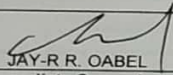
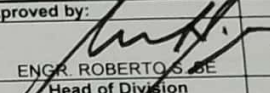
Jhany V. Emarca, of the Procurement Unit, Division of Administrative commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to October 16, 2022.

JHANREY V. EMBARCA

Ratee

Date:

February 27, 2023

Reviewed by:	Date:	Approved by:	Date
 JAY-R R. OABEL Immediate Supervisor	2/27/2023	 ENGR. ROBERTO S. BE Head of Division	2/27/2023

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Procurement of the following LTO Special Projects:	Provide administrative support to the BAC and TWG, organize and make all necessary arrangement for meetings and conferences for the following bidded projects in accordance with the standard within prescribed deadline/timeline	Provided administrative support to the BAC and TWG, organize and make all necessary arrangement for meetings and conferences for the following bidded projects in accordance with the standard within prescribed deadline/timeline					
1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022	1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022	1. Procurement of Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Sticker, Hot Stamping Foil, Thermal Transfer Ribbon, Carton Boxes and Plastics Bags for CY 2022					
2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022	2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022	2. Procurement of Additional Motorcycle Blank Metal Plates, Motorcycle Front Decal Plates, RFID Stickers, Hot Stamping Foil, Thermal Transfer Ribbon for CY 2022					
3. Procurement of Motorcycle Front Decal Plates	3. Procurement of Motorcycle Front Decal Plates	3. Procurement of Motorcycle Front Decal Plates					
4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project	4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project	4. Procurement of Software Licenses for the Existing Network Infrastructure under DOTr IT Road Infrastructure – Land Transportation Office Component B Project					
5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	5. Procurement of Supply of Computer Desktops and Uninterruptible Power Supply under DOTr IT Road Infrastructure - Land Transportation Office Component B Project					
6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project	6. Procurement of Supply of Notebooks under DOTr IT Road Infrastructure - Land Transportation Office Component B Project					
			5	4	5	4.7	

	Assists the BAC and TWG in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	Assisted the BAC and TWG in the conduct of its function in accordance with the standard within the prescribed deadline/timeline	5	5	5	5.0	
Timelines of Procurement Process	Monitors procurement processes for public bidding and its documents in accordance with the standard within the prescribed deadline/timeline	Monitored procurement processes for public bidding and its documents in accordance with the standard within the prescribed deadline/timeline	5	5	4	4.7	
Procurement Documents	Controls and secures all procurement related documents	Controlled and secured all procurement related documents	5	4	5	4.7	
Submission of Procurement Documents	Prepares and submits all procurement related documents for public bidding to COA and NEDA in accordance with the standard within the prescribed deadline/timeline	Prepared and submitted all procurement related documents for public bidding to COA and NEDA in accordance with the standard within the prescribed deadline/timeline	5	4	5	4.7	
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Support Function:							
Answering of Queries	Handles various incoming calls/communication from different offices/suppliers/contractors	Handled various incoming calls/communication from different offices/suppliers/contractors	4	5	4	4.3	
Final Average Rating			4.9	4.4	4.7	4.7	
Comments and Recommendations for Development Purposes							

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
Jhanrey N. Embarca Employee	2/27/2023	I certify that I discussed my assessment of the performance with the Jay-R R. Oabel Immediate Supervisor	2/27/2023	Engr. Roberto S. Sa Head of Division	2/27/2023

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory  
4 - Average  
4 - Very Satisfactory  
5 - Outstanding