



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARIA CORAZON CZARINA P. MAHUSAY**, of the **MANAGEMENT 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 **July to December 2022**.

Maria Corazon Czarina P. Mahusay

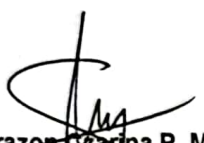


Administrative Officer V

Date: **Feb - 28, 2023**

Reviewed by:	Date: 2 - 29 - 2023	Approved by:	Date: 2 / 28 / 2023						
 Marcelina C. Hugo		 EMERITA O. SOLIVEN							
Immediate Supervisor		Head of Division							
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor						
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating	Remarks					
			Q1	E2	T3	A4			
CORE FUNCTIONS									
Monitoring Compliance to Office Policies, Rules and Regulations and Internal Control System									
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: Registration, Licensing, LETAS and EIS together with Administrative and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	Reviewed and examined existing policies related to LETAS, to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 92% accuracy for improvement and linkage to close the gap. The LTMS Evaluation Team Reports were consolidated into one (1) report, the LTMS Evaluation Team Report and this was forwarded to the Steering Committee, Office of the Executive Director, Commission on Audit- LTO, Management Information Division (MID), Team Leaders, Dermalog, and Regions.	5	5	4	4.67			

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
	Review the existing policies relative to RA 11032 (EODB-EGSD), especially the LTO Citizen's Charter to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.	Reviewed the existing policies relative to RA 11032 to ensure that these are updated with the latest issuances/policies with 92% accuracy before the end of the semester.	5	5	4	4.67	
Management Audit / Validation of RIAS Audit findings /	Conduct of audit on the operational and financial transactions as well as the property accountabilities of three (3) field offices (licensing/district/extension) with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. Monitors/validates RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs. Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans and Programs.	Conducted Management Audit of the following LTO DOs/LCs: <ul style="list-style-type: none"> • Taguig Licensing Extension Office • San Fernando Licensing Center • Dagupan District Office. Audit reports for Taguig Licensing Extension Office were already submitted.	5	5	4	4.67	
Update of Uncomplied Audit Findings	Update the uncomplied audit findings of the district offices with 90% accuracy with 2 revisions and prepare memorandum to the Regional Directors as needed.	Updated the uncomplied audit findings of NCR – East and West with 92% accuracy with 2 revisions and prepared memorandum to the Regional Directors as needed.	5	5	4	4.67	
EODB-EGSD Monitoring Activities	Conduct of monitoring on the EODB-EGSD of eleven (11) field offices on the compliance to RA 11032, 90% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days.	Conducted monitoring on the EODB-EGSD of four (4) field offices on the compliance to RA 11032, 92% accuracy and ensure that working papers are complete, that monitoring is conducted with objectivity, proper coordination and respect based on RA 11032 within 15 days. <ul style="list-style-type: none"> • Las Pinas District Office • Taguig Licensing Extension Office • San Fernando Licensing Center • Dagupan District Office 	5	5	5	5	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Facilitation of Clearances of retired/retirable or resigned officials and employees	Initial clearances of retired/retirable or resigned officials and employees forwarded/ submitted to the Management Division with 90% accuracy, properly noted and released within seventy-two (72) hours from receipt.	Initialed nineteen (19) clearances of retired/retirable or resigned officials and employees of Central Office, NCR East and NCR West, forwarded/ submitted to the Management Division with 92% accuracy, properly noted and released within one (1) day upon receipt.	5	5	5	5	
Non-Routine Communications	Prepare communications for submission to Top Management, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within seventy-two (72) hours from receipt.	Prepared one (1) communication for submission to immediate supervisor, re: Inputs to Guidelines in Test Administration for Persons with Disabilities (PWD) Applicants of Vacant Positions, with 90% accurate and complete (CSW), documentation properly noted, with 3-5 revisions and released within seventy-two (72) hours from receipt to wit:	5	4	4	4.33	
Routine Communications	Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt. This also includes queries from employees or private individuals or other office requirements.	Prepared one (1) memorandum relative to EODB and three (3) various communications letter regarding LTMS Issues and Concerns after 92% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt.	5	4	4	4.33	
Support Functions: (All other Functions)							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	5	5	5	5	
Committee Membership Meetings	90% participation in the meetings conducted as members of the CART, Executive, Management, and other Committees.	Attended the following meetings conducted as member of the CART and other Committees with 95% participation: <ul style="list-style-type: none"> • Committee on Anti-Red Tape (CART) Meeting • Regional Internal Audit Staff (RIAS) 	5	4	4	4.33	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks						
			Q1	E2	T3	A4							
Attend various actual and virtual trainings/seminars/conference/meetings and Prepare required report/output	Attend various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.	<p>Attended the following various trainings/seminars/conference/ meetings (face-to-face/virtual) conducted by the office, other government agencies and private sectors and prepares required report/output with 92% accuracy:</p> <ul style="list-style-type: none"> • AGIA Webinar - 1 • ARTA Webinar/Forum/Summit – 3 • DAP Webinar - 1 • LTO/GPPB Seminar – 1 • MD Meetings - 12 	5	5	4	4.67							
TOTAL OVER-ALL RATING			Ave	%	Rating								
Core Functions			4.67	60	2.80								
Support Functions			4.67	40	1.87								
FINAL AVERAGE RATING			4.67										
ADJECTIVAL RATING			Very Satisfactory										
Comments and Recommendations for Development Purposes													
Discussed with:	Date:	Assessed by:	Date:	Final Ranking by:		Date:							
 Maria Corazon Ozarina P. Mahusay Employee	Feb. 28, 2023	 Marcelina C. Hugo Immediate Supervisor	2-28-2023	 EMERITA O. SOLIVEN Head of Division		2/28/2023							