
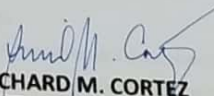



# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MELVIN P. IGUIRON**, of the License Section-Operations 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 **January to June 2022**

**MELVIN P. IGUIRON**  
TYRO I

Reviewed by :	Date	Approved by :	Date				
<b>RICHARD M. CORTEZ</b> Immediate Supervisor	February 23, 2023	<b>DANILO J. ENCELA</b> Head of Division	2 - 22 - 23				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
			Ratings				
STRATEGIC PRIORITY			Q	E	T	A	Remarks
OUTPUT 1							
<b>Evaluation of Driver's License Application</b>  *Receives and evaluates application for driver's license and student permit 100 % completeness of the attached documents 100 % accuracy as to licensing rules & regulations to evaluate within (2-3) minutes quantity target is 1500	* Evaluated driver's license applications and Students Permits 100 % completeness of the attached documents 100 % accuracy as to licensing rules & regulations actual quantity is <u>2,962</u>		5	5	4	4.67	
OUTPUT 2							
<b>Encode of Driver's License Cards</b>  *Encode driver's license details - To encode within (2-4) mins/transaction - 100 % no typhographical error quantity target is 2,400	*Encode driver's license details - To encode within (2-4) mins/transaction - 100 % no typhographical error actual quantity is <u>4,937</u>		5	5	5	5.00	

Printing of Driver's License Cards		Ratings		Remarks		
		Q	E		T	A
*Prints driver's license cards and release to the applicants 100 % no error quantity target is 2,400	*Prints driver's license cards and release to the applicants 100 % no error actual quantity is <u>4,937</u>	5	5	5	5.00	
OUTPUT 4		Q	E	T	A	
Perform other duties assigned from time to time		5	4	5	4.67	
Total Over-all Rating		20	19	19	19.33	
Final Average Rating		5.00	4.75	4.75	4.83	
Adjectival Rating		Very Satisfactory				
Discussed with :		Date :		Assessed by: Date		Date Final Ranking by: Date
 <b>MELVIN P. GUIRON</b> Admin Aide VI		2/23/2023		 <b>RICHARD M. CORTEZ</b> Chief, License Section		 <b>DANILO J. ENCELA</b> Head of Division
						2-28-23

Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE