

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **RODEL O. CARREON** of Supply Unit, Property Section, Administrative 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 1 to October 16, 2022

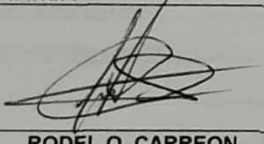

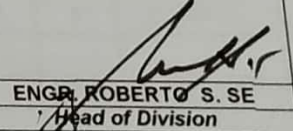
RODEL O. CARREON

Ratee

Date:

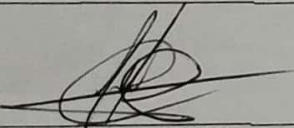
2-21-23

Reviewed by :		Date	Approved by :	Date
MARIA CLARISSA G. OGSIMER OIC, Property Section			ENGR. ROBERTO S. SE Chief, Administrative Division	
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings	Remarks
Core Function			Q E T A	
OUTPUT 1				
Receipt of Office Supplies and other materials from the supplier	Receives and check delivered Office Supplies and other materials from the supplier with 100% completeness	Received and checked deliveries of office supplies and other materials from the supplier with 98% completeness	4 5 5 4.7	
OUTPUT 2				
Issuance of office supplies and other materials to the LTO Central Division and unit offices	Office Supplies and other materials issued to the LTO Central Division and Unit Offices with 100% accuracy	Office Supplies and other materials issued to the LTO Central Division and Unit Offices with 98% accuracy	4 5 5 4.7	
OUTPUT 3				
Preventive maintenance of Storage Room	Implement preventive maintenance on the Storage Room to prevent the Office Supplies and other materials from damages due to termites infestation with 100% efficiency	Implemented preventive maintenance on the Storage Room to prevent the Office Supplies and other materials from damages due to termites infestation with 98% efficiency	4 5 5 4.7	

Support Function						
OUTPUT 1						
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 98% accuracy	4	5	5	4.7
Total Over-all Rating			16	20	20	19
Final Average Rating			4.0	5.0	5.0	4.7
Adjectival Rating			VERY SATISFACTORY			
Comments and Recommendation for Development Purposes :						
Discussed with :		Date :	Assessed by:	Date	Final Ranking by:	Date
 RODEL O. CARREON Employee		2-21-23	I certify that I discussed my assessment of the performance with the employee  MARIA CLARISSA G. OGSIMER Immediate Supervisor	2/23/23	 ENGR. ROBERTO S. SE Head of Division	

Legend 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average
 Rating 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding

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OUTPUT 1						
Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 98% accuracy	4	5	5	4.7
Total Over-all Rating			16	20	20	19
Final Average Rating			4.0	5.0	5.0	4.7
Adjectival Rating			VERY SATISFACTORY			
Comments and Recommendation for Development Purposes :						

Discussed with :	Date :	Assessed by:	Date	Final Ranking by:	Date
	2-21-23	I certify that I discussed my assessment of the performance with the employee			
RODEL O. CARREON Employee		MARIA CLARISSA G. OGSIMER Immediate Supervisor	2/21/23	ENGR. ROBERTO S. SE Head of Division	

Legend 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

Rating 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding