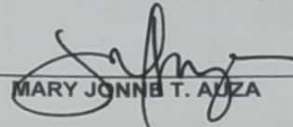
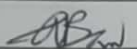



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARY JONNE T. AUZA**, of the **Human Resource Development Section**, 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** to **JUNE 2022**.


MARY JONNE T. AUZA

Date: _____

Reviewed by:	Date:	Aproved by:	Date
			
MARIA AGNES M. BAÑARES Chief, Human Resource Development Section		ENGR. ROBERTO S. SE Chief, Administrative Division	

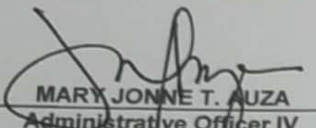
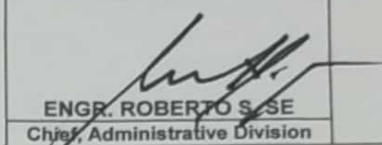
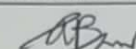
Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Evidence Requirements for PRIME - HRM	Generate evidence requirements for PRIME-HRM of Recruitment, Selection, and Placement (RSP) core according to standards and based on planned schedule and set deadline with 100% completion	Generated evidence requirements for PRIME-HRM of Recruitment, Selection, and Placement (RSP) core according to standards and based on planned schedule and set deadline with 90% completion	5	4	4	4.33	
Core Function:							
Publication of Vacant Plantilla Positions	Publish vacant Plantilla Positions in the CSC and post vacant Plantilla Positions in three (3) conspicuous places in the Office with 100% accuracy and within the set timeline	Published vacant Plantilla Positions in the CSC and post vacant Plantilla Positions in three (3) conspicuous places in the Office with 98% accuracy and within the set timeline	4	4	5	4.33	

Profile of Candidates	Evaluate applications for published vacant Pantilla Positions in the Central Office and endorsed vacant Salary Grades-22 and 24 Plantilla Positions in the Regional Offices with 100% accuracy and within the set deadline	Evaluated applications for published vacant Pantilla Positions in the Central Office and endorsed vacant Salary Grades-22 and 24 Plantilla Positions in the Regional Offices with 95% accuracy and within the set timeline	4	4	5	4.33	
HRDS Assessment	Review assessment/ evaluation of applications for Job Order/Contract of Service positions in the Central Office with 100% accuracy and within the set timeline	Reviewed assessment/ evaluation of applications for Job Order/Contract of Service positions in the Central Office with 95% accuracy and within the set timeline	4	4	5	4.33	
Conduct of Pre-Qualifying Examinations	Preparation of notice of examination and test kits, test administration, checking and scoring of Pre-Qualifying Examinations for vacant Plantilla Positions in the Central and Regional Offices with 100% completion and within the set schedule	Prepared notice of examination and test kits, test administration, checking and scoring of Pre-Qualifying Examinations for vacant Plantilla Positions in the Central and Regional Offices with 100% completion and within the set schedule	5	5	5	5.00	
Conduct of Pre-Qualifying Examinations	Preparation of test kits, test administration, checking and scoring of Pre-Qualifying Examinations for Job Order applicants in the Central Office with 100% completion and within the set schedule	Prepared test kits, test administration, checking and scoring of Pre-Qualifying Examinations for Job Order applicants in the Central Office with 100% completion and within the set schedule	5	4	4	4.33	
Conduct of Panel and End-User Interview	Preparation of notice of interview and interview rating sheets for HRMPSB and Division Chiefs, tally the interview rating scores and serve as Secretariat in the Panel and End-User Interview for Plantilla Positions in the Central and Regional Offices with 100% accuracy and within the set schedule	Prepared notice of interview and interview rating sheets for HRMPSB and Division Chiefs, tally the interview rating scores and serve as Secretariat in the Panel and End-User Interview for Plantilla Positions in the Central and Regional Offices with 95% accuracy and within the set schedule	5	4	4	4.33	

HRMPSB Minutes of Deliberation	Preparation of the completed Table of Percentage Weight (TPW), serve as Secretariat in the deliberation of vacant Plantilla Positions in the Central and Regional Offices and submit Minutes of Meeting of the deliberation with 100% accuracy and within the set timeline	Prepared the completed Table of Percentage Weight (TPW), serve as Secretariat in the deliberation of vacant Plantilla Positions in the Central and Regional Offices and submit Minutes of Meeting of the deliberation with 100% accuracy and within the set timeline	5	4	4	4.33	
Appointment Form, Oath of Office, Certificate of Assumption to Duty, Position Description Form	Preparation of appointment, oath of office, certificate of assumption to duty, position description form and other pertinent documents for submission to the CSC within the prescribed deadline and with 100% accuracy	Prepared appointment, oath of office, certificate of assumption to duty, position description form and other pertinent documents for submission to the CSC within the prescribed deadline and with 95% accuracy	4	4	4	4.00	
Contract of Service	Preparation of Contract of Service for hired JO/COS personnel, Obligation Request and Status, and other pertinent documents for endorsement to the Financial Division with 100% accuracy and within the prescribed timeline	Prepared of Contract of Service for hired JO/COS personnel, Obligation Request and Status, and other pertinent documents for endorsement to the Financial Division with 95% accuracy and within the prescribed timeline	4	4	5	4.33	
Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Review prepared Personal Services Itemization and Plantilla of Personnel (PSIPOP) and Personnel Complement for submission to the DOTr, CSC, and COA within the prescribed deadline and with 100% accuracy	Reviewed prepared Personal Services Itemization and Plantilla of Personnel (PSIPOP) and Personnel Complement for submission to the DOTr, CSC, and COA within the prescribed deadline and with 95% accuracy	4	4	5	4.33	
Supervise the Recruitment, Selection, and Placement (RSP) Unit	Supervise the daily function and review the outputs of the staff in the RSP Unit with 100% efficiency	Supervised the daily function and review the outputs of the staff in the RSP Unit with 95% efficiency	4	4	N/A	4.00	
Support Function:							

Simple and Complex Communication/Correspondence	Prepare Briefing Memos, Memorandum, Office Orders for personnel movement and committees, endorsement/ letter replies to LTO Offices, CSC, DOTr, and other agencies, and other simple and complex communication/ correspondence with 100% accuracy and within the set deadline	Prepared Briefing Memos, Memorandum, Office Orders for personnel movement and committees, endorsement/ letter replies to LTO Offices, CSC, DOTr, and other agencies, and other simple and complex communication/ correspondence with 95% accuracy and within the set deadline	4	4	5	4.33	
Reportorial Requirements	Prepare and submit reportorial requirements according to standards and within the set deadline with 100% accuracy	Prepared and submit reportorial requirements according to standards and within the set deadline with 95% accuracy	4	4	4	4.00	
Filing of Documents	Sort and file documents relating to RSP without error and without any missing document and within the set schedule	Sorted and filed documents relating to RSP without error and without any missing document and within the set schedule	5	5	4	4.67	
Internal Transition Committee Secretariat	Assist the Internal Transition Committee in the accomplishment and submission of the Agency Transition Matrix (ATM), provided by the Cabinet Secretariat (CabSec) with 100% efficiency and timeliness	Assisted the Internal Transition Committee in the accomplishment and submission of the Agency Transition Matrix (ATM), provided by the Cabinet Secretariat (CabSec) with 100% efficiency and timeliness	5	5	5	5.00	
Telephone Calls	Answer phone calls with 100% accuracy and timeliness	Answered phone calls with 100% accuracy and timeliness	5	5	5	5.00	
Final Average Rating						4.41	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 MARY JONNE T. AUZA Administrative Officer IV		I certify that I discussed my assessment of the performance with the employee.		 ENGR. ROBERTO S. SE Chief, Administrative Division	
		 MARIA AGNES M. BAÑARES Chief, Human Resource Development Section			

Legend
Rating

1 - Quality
1 - Poor

2 - Efficiency
2 - Unsatisfactory

3 - Timeliness
3 - Satisfactory

4 - Average
4 - Very Satisfactory

5 - Outstanding