

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

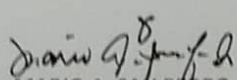
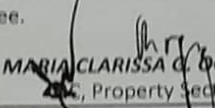
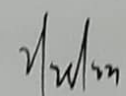
I MARIO A. SAN PEDRO, of the Plate Unit, Property Section, Division of Administration commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of JANUARY 2023 to JUNE 2023.

Mario A. San Pedro
 Ratee
 Date February 23, 2023

Reviewed by :	Date	Approved by :	Date
<i>Maria Clarissa G. Ossimer</i> MARIA CLARISSA G. OSSIMER OIC, Property Section Immediate Supervisor	<i>2/23/23</i>	<i>Louella V. Mutia</i> LOUELLA V. MUTIA OIC, Administrative Division Division Chief	

MFO / PAP	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
ACT AS COORDINATOR TO THE REGIONAL OFFICES FOR ITS COMPLIANCE OF SUBMISSION OF REPORTS	Acts as coordinator to the Regional Offices for its compliance of submission of reports with 90% completeness.						
RECEIVE WEEKLY MONITORING REPORTS OF BACKLOG AND CASCADING PLATES AND COORDINATES TO ALL REGIONAL OFFICES AS NEEDED TO THE REPORTS.	Receives weekly monitoring reports of Backlog and Cascading plates with 90% completeness.						
RECEIVING OF REQUESTS FOR DUPLICATE PLATES and CHANGE CLASSIFICATION	Receives requests for Duplicate MV and MC plates and requests of MV and MC change Classification with 90% accuracy.						

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 MARIO A. SAN PEDRO Employee	7-23-2023	I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA C. OGSIMER OIC, Property Section		LOUELLA V. MUTIA OIC, Administrative Division	

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **MARIO A. SAN PEDRO**, of the Plate Unit, Property Section, Division of Administration 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 2023 to DECEMBER 2023.

Mario A. San Pedro
MARIO A. SAN PEDRO

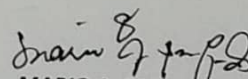


Ratee
Date February 23, 2023

Reviewed by :	Date	Approved by :	Date
MARIA CLARISSA G. OCSIMER OIC, Property Section Immediate Supervisor	<i>[Signature]</i>	LOUELLA V. MUTIA OIC, Administrative Division Division Chief	

M F O / P A P	Success Indicator (Target + Measure)	Actual Accomplishments	Ratings				Remarks
			Q	E	T	A	
CORE FUNCTION:							
ACT AS COORDINATOR TO THE REGIONAL OFFICES FOR ITS COMPLIANCE OF SUBMISSION OF REPORTS	Acts as coordinator to the Regional Offices for its compliance of submission of reports with 90% completeness.						
RECEIVE WEEKLY MONITORING REPORTS OF BACKLOG AND CASCADING PLATES AND COORDINATES TO ALL REGIONAL OFFICES AS NEEDED TO THE REPORTS.	Receives weekly monitoring reports of Backlog and Cascading plates with 90% completeness.						

RECEIVING OF REQUESTS FOR DUPLICATE PLATES and CHANGE CLASSIFICATION	Receives requests for Duplicate MV and MC plates and requests of MV and MC change Classification with 90% accuracy.								
CHECK AND PREPARE PRODUCTION ORDERS FOR ASSIGNED BACKLOG AND CASCADING PLATES FOR LTO REGIONS 8,9,10 AND 11	Checks and prepares Production Orders of backlog and cascading MV and MC private plates based on excel file copy from Stradcom Data for Regions 8,9,10 and 11 with 90% completeness.								
PREPARE WEEKLY REPORTS FOR THE BACKLOG PLATES	Prepares weekly reports of backlog and cascading MV and MC plates with 90% accuracy.								
SUPPORT FUNCTION:									
INSPECTS OFFICE SUPPLIES, OFFICE EQUIPMENTS, ACCOUNTABLE AND NON-ACCOUNTABLE FORMS AND DRIVER'S LICENSE CARDS (MEMBER OF INSPECTION TEAM B).	Inspects of office supplies, office equipments, accountable/non-accountable forms and Driver's License cards with 90% accuracy.								
PREPARE INSPECTION AND ACCEPTANCE REPORT OF ACCOUNTABLE FORMS AND COMPUTE DELIVER ITEMS AND PENALTIES.	Prepares Inspection and Acceptance Report of Accountable and Non-accountable Forms and Driver's License cards and computes delivered items and penalties with 90% accuracy.								
FINAL AVERAGE RATING									

Comments and Recommendations for Development Purposes

Discussed with :	Date	Assessed by	Date	Final Ranking by	Date
 MARIO A. SAN PEDRO Employee	2-23-2023	I certify that I discussed my assessment of the performance with the employee.  MARIA CLARISSA G. OGSIMER OIC, Property Section		LOUELLA V. MUTIA OIC, Administrative Division	

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