

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Francisco D. Villarico Jr., of the Computer Section, Management Information 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 July to December, 2023.

FRANCISCO D. VILLARICO JR.

Ratee

Date:

2/28/2023

Reviewed by:	Date:	Approved by:	Date
CLAUDIO B. BONSOL JR. Immediate Supervisor	2/28/2023	CLAUDIO B. BONSOL JR. Head of Division	2/28/2023

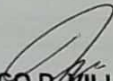

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Development of the Application System for the Enhancement of the X-Based System based on New Requirements	Application system enhancements developed and tested are in accordance with the requirements of the end user/s; correctly functioning; properly installed						
Low LTO-IT Core Systems (Motor Vehicle Inspection and Registration System (MVIRS), Drivers Licensing System (DLS), Law Enforcement and Traffic Adjudication System (LETAS), Revenue Collection System (RCS), LTO Portal, and Online Appointment and Application System (OAAS) - Monitoring the Deployment and Testing of Driver's License (DL) Core System of the Pilot Sites)	Ensure that the systems is functioning/working according to the Driver's License Requirements stated in the Terms of Reference (TOR). Problems/issues and concerns encountered during testing will be submitted within 24 hours						

LTO-IT Project (Motor Vehicle Registration System (MVRS), Drivers Licensing System (DLS), Law Enforcement and Adjudication System (LETAS) and Finance and Administrative System (FAS) - Monitoring of Exceptions and Service Requests Relative to the Implementation of the LTO IT Project	Problems analyzed and reported to concerned officials within the scope of authority and control; monitored appropriate remedial measures in accordance to Service Level Agreement (SLA)						
Participation in the various Committees relative to DOTr Road Transportation IT Infrastructure Project	Participated based on planned schedules and deadlines						
<b>Core Function:</b>							
Quality Assurance Testing and Deployment of the Enhanced System Version	Testing is in accordance with the User's Test Plan, appropriately documented; submitted report to Division Chief; submitted report within fifteen (15) working days upon culmination of the testing period.						
Non-routine Communications (i.e. Analysis of Issues/Concerns/Complaints and Recommendations Relative to Core Applications (MVRS, DLS, LETAS, RCS, MAIRDS, FAS, Interconnectivity System, etc.)	Problems/Issues/Concerns are analyzed and doable remedies are studied upon and identified; CSW; reports/recommendations are prepared in the prescribed format; no revision.						
Attendance to Various Committee meetings	Must have attended the meeting and actively provided inputs; as scheduled						
Perform other tasks that may be assigned by the Chief of MID-Computer Section, CSW	Perform other tasks that may be assigned by the Chief of MID-Computer Section, CSW						

Support Function:							
Implementation of Request for System Update (RSU-D) Due to Wrong Encoding of License Number, Wrong Biometrics Captured, Underage, Wrong Evaluation and Double License	Receives online/hand carried requests; Monitors and Evaluates license cards with exceptions/issues (adjudication of twice enrolled, wrong biometrics captured, wrong encoding of license no., etc.); Verifies of DL license number through the LTO-IT System to validate its authenticity; Approves request; Deletes request correctly.						
Handling of Hit List Adjudication Report of Transactions with Exceptions/Issues - Rejection of Transaction	Implements accurately adjudication with exceptions/issues (twice enrolled, wrong biometrics captured, wrong encoding of license no., ready for printing, request for correction, incomplete transaction from another agency, incomplete fingerprints captured, applicants having the same license no. etc.); Verifies DL license number through the LTO-IT System to validate its authenticity; Rejects transaction; Informs site to prepare RSU-D if necessary (wrong encoding of license number and wrong biometric capture only).						
Receipt and Relay of Messages (voice or text) to Official Concerned	Important information/data noted and relayed accurately and courteously						

Answering Phone Calls	Courteous and receptive, with clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened and relayed properly and accurately						
Final Average Rating							

**Comments and Recommendations for Development Purposes**

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 <b>FRANCISCO D. VILLARICO JR.</b> Employee	2/28/2023	I certify that I discussed my assessment of the performance with the employee.	2/28/2023	 <b>CLAUDIO B. BONSON JR.</b> Head of Division	2/28/2023
		<b>CLAUDIO B. BONSON JR.</b> Immediate Supervisor			

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory

4 - Average  
4 - Very Satisfactory

5 - Outstanding



# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Francisco S. Villares Jr., of the Computer Section, Management Information 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 January to June, 2023.

FRANCISCO S. VILLARES JR.

Signature

Date

2/18/2023

Initiated by:	Date	Agreed by:	Date
<u>CLAUDIO S. BONDOL JR.</u> Immediate Supervisor	<u>2/18/2023</u>	<u>CLAUDIO S. BONDOL JR.</u> Head of Division	<u>2/18/2023</u>




Output	Business Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
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Strategic Priority							
Development of the Application System for the Enhancement of the X-Base System based on New Requirements	Application system enhancements developed and tested are in accordance with the requirements of the end users, correctly functioning properly installed						
Key LTO-IT Core Systems (Motor Vehicle Inspection and Registration System (MYIRS), Drivers Licensing System (DLS), Law Enforcement and Traffic Adjudication System (LETAS), Revenue Collection System (RCS), LTO Portal, and Online Appointment and Application System (OAS)) - Monitoring the Deployment and Testing of Driver's License (DL) Core System of the Pilot Sites)	Ensure that the systems is functioning/working according to the Driver's License Requirements stated in the Terms of Reference (TOR). Problems/issues and concerns encountered during testing will be submitted within 24 hours						

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Comments and Recommendations for Development Purposes

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