
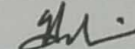


# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **Ronaldo M. Arcus** of the Management 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 - December 2022**.

Ronaldo M. Arcus  
Employee

Reviewed by:	Date <u>2-28-2023</u>	Approved by:	Date
 <b>MARCELINA C. HUGO</b> Immediate Supervisor		 <b>EMERITA O. SOLIVEN</b> Head of Division	<u>2/28/2023</u>
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	<div> 5 – Outstanding  4 – Very Satisfactory  3 – Satisfactory  2 – Unsatisfactory  1 – Poor </div>
			<div> Ratings  Q<sup>1</sup> E<sup>2</sup> T<sup>3</sup> A<sup>4</sup> </div>
<b>Monitoring Compliance to Office Policies, Rules and Regulations, and Internal Control Systems</b>			
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, and Licensing together with EODB, Admin, and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	<p>Reviewed and examined existing policies on Registration together with EODB, Admin, and Finance Functions to determine the gap between the implementation of policies and actual applications in the LTMS to provide recommendations with 92% accuracy for improvement and linkage to close the gap.</p> <p>The LTMS Evaluation Team Reports were consolidated into one (1) report, the LTMS Evaluation Team Report, which was forwarded to the Steering Committee, Office of the Executive Secretary, Commission on Audit- LTO, Management Information Division (MID), Team Leaders, Dermalog, and Regions.</p>	<div> 4      4      4      4 </div>

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.	Reviewed the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed.	4	4	4	4	
Management Audit / Validation of RIAS Audit findings	Conduct of audit on the operational and financial transactions as well as the property accountabilities of four (4) Field Offices (licensing/district/extension) with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination, and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. Monitor/validate RIAS Audit findings vis-à-vis the RIAS Audit Plans & Programs.	Conduct of Management Audit (Financial, Operational, and Accountability Aspects of the following LTO DOs/LCs:  • Laoag District Office • Candon District Office  • Inventory of MV Blank Plates under the accountability of the Plate Making Plant (PMP)	4	4	4	4	
Update of Uncompiled Audit Findings	Prepare memoranda and updated lists of uncompiled audit findings of the district offices with 90% accuracy with 2 revisions, properly noted and released within seventy-two (72) hours upon receipt.	Updated the uncompiled audit findings of Region VIII DO and CAR DO/EO with 92% accuracy with 2 revisions and prepare memoranda for the Regional Director as needed.	4	4	4	4	
EODB-EGSD Monitoring Activities	Conduct monitoring on the EODB-EGSD of four (4) field offices on the compliance to RA 11032, 90% with accuracy, and ensure that working papers are complete and that monitoring is conducted with objectivity, proper coordination, and respect based on RA 11032 within 15 days.	Monitored the conduct of EODB-EGSD Monitoring Activities before ARTA performs onsite monitoring of the following LTO Offices:  • Las Pinas District Office  Monitored the conduct of EODB-EGSD Monitoring Activities at the following LTO Offices:  • Laoag District Office • Candon District Office	4	4	4	4	

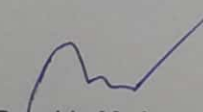
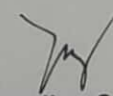
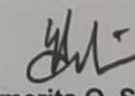
MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Facilitation of Clearance of Retired / Retirable or Resigned Officials and Employees	Facilitate clearances of retired/retirable or resigned officials and employees forwarded to the Management Division with 90% accuracy within seventy-two (72) hours from receipt.	Facilitated Ninety (90) clearances of retired/retirable or resigned officials and employees forwarded to the Management Division with 95% accuracy within twenty-four (24) hours from receipt.	4	4	4	4	
Non-Routine Communications	Prepare communications for submission to the immediate Supervisor, 90% accurate and complete (CSW), documentation properly noted, with two (2) revisions, and released within seventy-two (72) hours upon receipt of the communication.		-	-	-	-	No assigned communication for submission to the immediate supervisor
Routine Communications	Prepares Memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB-EGSD Monitoring Activities of field employees after 90% accurate verification with the Report, with two (2) revisions which shall follow the prescribed format within twenty-four (24) hours from receipt.  This also includes queries from employees or private individuals or other office requirements.	Assisted in gathering issues and concerns on MV transactions submitted by end-users of different regions and discussed with the MVIRS – LTMS evaluator team after 92% accurate verifications with the report.	4	4	4	4	



# FUNCTIONS (All Other Functions)

			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	REMARKS
Receipt and Relay of Messages (voice or text) to the official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	Seven (7) important information/data were noted and relayed accurately and courteously within one (1) hour upon receipt.	4	4	4	4	
Committee/Membership Meetings	90% Participation in the Meetings conducted as CART and other Committees members.	95% Participated in eight (8) Meetings conducted as a member of the LTMS MVIRS Team.  Pre and Post inspected eight (8) infra projects for repairs as a member of Team C on the Infra Inspection Team	4	4	4	4	
Attend Various Actual and Virtual Training / Seminars / Conference / Meetings and Prepare required Reports/Output	Attend various actual and virtual training/seminars/conference/meetings conducted by the Office, other Government Agencies, and Private Sectors and prepares required report/output with 90% accuracy.	Attended the following various trainings/seminars/conference/meetings (face-to-face/virtual) conducted by the office, other government agencies and private sectors and prepares required report/output with 92% accuracy: <ul style="list-style-type: none"><li>Seminar on Management Audit</li></ul>	4	4	4	4	
			40/10				
TOTAL OVER-ALL RATING			Ave	%	Rating		
Core Functions			4	60	2.4		
Support Functions			4	40	1.6		
FINAL AVERAGE RATING					4		
ADJECTIVAL RATING			VERY SATISFACTORY				

## Comments and Recommendations for Development Purposes:

Discussed with:	Date:	Assessed by:	Date: 2-28-2023	Final Ranking by:	Date:
 Ronaldo M. Arcus Employee		 Marcelina C. Hugo Head of Section	I certify that I discussed my assessment of the performance with the employee	 Emerita O. Soliven Head of Division	2/28/2023

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