

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARIETTA J. ARTOZA** of the Planning Staff, Office of the Assistant Secretary, 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 August-December, 2022.

Marietta J. Artoza
MARIETTA J. ARTOZA
Employee

Reviewed By:	Date	Approved by:	Date				
<i>Adrian</i> PRECIOUS MARIE C. TONDARES Immediate Supervisor	<i>II/19/2023</i>	<i>Teff E. Guadalu</i> ATTY. TEOFILO E. GUADALUPE Assistant Secretary					
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
CORE FUNCTION:			Q	E	T	A	
OUTPUT 1							
Assist in the conduct of Strategic Planning and/or Performance Assessment & Evaluation Review	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period	Assisted in the conduct of Strategic Planning and/or Performance Assessment & Evaluation of 90% of Head Offices to assess the preceeding performance period and map out plans for the succeeding rating period	5		4	4.5	
OUTPUT 2			Ratings				Remarks
MFO 1			Q	E	T	A	
Evaluation of Regional Offices based on Statistical Accomplishment vs. Performance Target & Evaluation of Regional Offices based on the Submission of MIS Reports	16 of Regional Offices evaluated according to standards and based on the following aspects: a.) Statistical accomplishment vs. Performance Target b.) Completeness, Accuracy & Timeliness in Submission of MIS Reports Evaluation must be accurate, reliable and valid.	Evaluated 16 of Regional Offices according to standards and based on the ff. aspects: a.) Statistical accomplishment vs. Performance Target b.) Completeness, Accuracy & Timeliness in Submission of MIS Reports Evaluation must be accurate, reliable and valid. The evaluation was measurable and consistently applied to allow consistent comparison of Regional Office's Accomplishment vis-à-vis Performance Target and based on planned schedules and set deadlines/instruction	3		5	4	
OUTPUT 3			Ratings				Remarks
MFO 1			Q	E	T	A	
Statistical Services Generation of Statistical Report/Verification as to MIS Data Accuracy	2 of prepared MIS reports with an effective & accurate statistical reports. There must be an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports	Prepared 4 of MIS reports with an effective & accurate statistical reports. There was an accurate encoding, prooflisting, reports generation & a reliable verification as to the correctness of the MIS reports. The statistical reports for the MIS transaction was consistent based on available data & done ahead of the planned schedule/deadline/instruction	5		5	5	

			Ratings				Remarks
			Q	E	T	A	
MFO 1 Statistical Services MIS Reports Monitoring	16 LTO Regional /District Offices who were monitored as to the completeness & timeliness of MIS Reports submission, completeness & deficiencies. If any, of the submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A journal of the date of submission, completeness & deficiencies, if any, of the submitted MIS reports was properly recorded & appropriate action was undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports were notified via memorandum or telephone call within the day.	3		5	4	
OUTPUT 5			Ratings				Remarks
			Q	E	T	A	
MFO 1 Statistical Services Assistance/Address of researcher's need for statistical data & other outputs of the office	25 researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researchers' needs must be addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival.	64 researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended very well. The researchers' needs was addressed in a courteous & responsive manner. A good public relationship was established wherein a feedback mechanism was be available. Researchers were attended to within upon arrival	5		5	5	
Final Average Rating						4.5	
Comments and Recommendation for Development Purposes :							

Discussed with :	Date : February 2023	Assessed by:	Date	Final Ranking by:	Date:
Marietta J. Artoza MARIETTA J. ARTOZA Employee		Precious Marie C. Tonidares PRECIOUS MARIE C. TONIDARES Immediate Supervisor	II/19/2023	Atty. Teofilo E. Guadiz III ATTY. TEOFILO E. GUADIZ III Assistant Secretary	

nd : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE
 g: (1) POOR (2) UNSATISFACTORY (3) SATISFACTORY (4) VERY SATISFACTORY (5) OUTSTANDING