




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **Michael H. Marquez** of **Equipment Unit, Property Section, Administrative 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 of **January to June 2022**.

Reviewed by :		Date		Approved by :		Employee		Date																				
 MARIA CLARISSA G. OGSIMER Immediate Supervisor		 		 ENGR. ROBERTO S. SE Head of Office																								
OUTPUT		SUCCESS FACTOR (Target + Measure)		ACTUAL ACCOMPLISHMENT		5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor																						
						<table border="1"> <thead> <tr> <th colspan="4">Ratings</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>4</td> <td>5</td> <td>4.67</td> <td></td> </tr> <tr> <td>5</td> <td>5</td> <td>4</td> <td>4.67</td> <td></td> </tr> </tbody> </table>				Ratings				Remarks	Q	E	T	A	5	4	5	4.67		5	5	4	4.67	
Ratings				Remarks																								
Q	E	T	A																									
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STRATEGIC PRIORITY																												
Supervise/monitor activities of equipment unit personnel		Supervises/monitors activities of Equipment Unit personnel with 100% accuracy		Supervised/monitored activities of Equipment Unit personnel with 95% accuracy																								
Conduct Physical Inventory of Serviceable/Unserviceable Property, Plant and Equipment		Conducts physical inventory of serviceable/unserviceable property, plant and equipment with 100% timeliness		Conducted physical inventory of serviceable/unserviceable property, plant and equipment with 95% timeliness																								
CORE FUNCTION																												
Sign/initial documents in relation with equipment matters		Signs/initials checklist of returned item/property, property acknowledgement receipt (PAR), property transfer report (PTR) and inventory custodian receipt (ICS) and other documents with 100% accuracy		Signed/initialed checklist of returned item/property, property acknowledgement receipt (PAR), property transfer report (PTR) and inventory custodian receipt (ICS) and other documents with 95% accuracy																								

Submit inventory of serviceable/unserviceable of property, plant and equipment and semi-expendables reports	Submits report of inventory of serviceable/unserviceable of property, plant and equipment and semi-expndables with 100% timeliness	Submitted report of inventory of serviceable/unserviceable of property, plant and equipment and semi-expendables with 95% timeliness	5	5	4	4.67	
Update masterlist of serviceable and unserviceable properties and equipment	Updates masterlist of serviceable and unserviceable properties and equipment with 100% accuracy	Updated masterlist of serviceable and unserviceable properties and equipment with 90% accuracy	5	4	4	4.33	
SUPPORT FUNCTIONS							
Disposal Committee (LTO-DAC), (LTO-DCUIMV) member	Determines, appraises and disposes of unserviceable property and equipment and all impounded vehicles of LTO-CO with 100% efficiency	Determined, appraised and disposed of unserviceable property and equipment and all impounded vehicles of LTO-CO with 95% efficiency	Q	E	T	A	Remarks
			5	4	5	4.67	
Inspection Committee	Inspects as to quantity (hardware only) of DOTr-IT Road Infrastructure Project-Component B with 100% timeliness	Inspected as to quantity (hardware only) of DOTr-IT Road Infrastructure Project-Component B with 95% timeliness	4	5	5	4.67	
Member of LTO Gender and Development - Technical Working Group (GAD-TWG)	Formulates GAD's plan, program and budget in response to the gender gaps and issue faces by clents and employees. Works on the development program of gender equality and to implement of GAD's related programs with 100% accuracy	Formulated GAD's plan, program and budget in response to the gender gaps and issue faces by clents and employees. Worked on the development program of gender equality and to implement of GAD's related programs with 95% accuracy	5	4	5	4.67	
Total Over-all Rating			39	36	36	37	
Final Average Rating			4.88	4.50	4.50	4.63	
Adjectival Rating			VERY SATISFACTORY				
Comments and Recommendation for Development Purposes :							

With :	Date :	Assessed by:	Date	Final Ranking by:	Date
<i>Michael H. Marquez</i>	2-23-2023	I certify that I discussed my assessment of the performance with the employee.			
MICHAEL H. MARQUEZ Employee		MARIA CLARISSA G. OSSIMER OIC, Property Section	<i>[Signature]</i>	ENGR. ROBERTO S. SE Chief, Administrative Division	

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