	INDIVIDUAL	PERFORMANCE COMMITMENT AN	DREVIE	W (IPCR)	\cap		
, EDWIN M. GONZALES, of the he indicated measures for the po	Office of the Assista	ant Secretary, commit to deliver and a			V		accordance with
					EDWIN M. GO!		
					-2/22/22		
				Date:	G'L/127		
				Aproved by:	9/		ate
				ATTY TEOF	LOE. GUADIZ III		
	Success Indicator			V			
Output	(Target +	Actual Accomplishment			Rating		Remarks
	Measure)		Q	E	Т	A	
Reproduce official documents, and other materials	Reproduce official documents, and other materials, with	Reproduced official documents, and other materials; with 90% efficiency	4	4	5	4.3	
and other materials	95% efficiency File and retrieve						
File and retrieve documents/ newspapers/publications	documents/newspap ers/ publications, with 95% efficiency	Filed and retrieved documents/newspapers/publications accurately, with 95% efficiency	4	5	4	4.3	
ore Function:							
Maintain stock of office supplies/materials	Maintain stock of office supplies/materials, with 100% efficiency	Maintained office supplies/materials, with 95% efficiency	5	5	5	5	
Dispose of documents	Dispose documents, with 90% efficiency	Disposed documents accurately and efficiently; with 95% efficiency	5	5	4	4.6	
upport Function:							
Perform other duties assigned from time to time	Perform other tasks assigned by the immediate supervisor from time to time, with 90% efficiency	Performed other tasks assigned by the immediate supervisor from time to time. With 90% efficiency	5	5	4	4.6	
inal Average Rating	With 30 % emclericy		4.6	4.8	4.4	4.6	
omments and Recommenda	tions for Developme	ent Purposes					
Disoussed with	Date				Final Rank	king by	Date
EDWIN W. GONZALES	03/27/23	I certify that I discussed my assessment performance with the employer		Tello E.	HANT F		
Employee					Head of D	Unoisivi	
2111113			3 - Timelin				
egend	1 - Quality	2 - Efficiency		4 - Average 4 - Very	E Outstanding		
at the same of the	1 - Poor	2 - Unsatisfactory	tory	Satisfactory	5 - Outstanding		

2 - Unsatisfactory

1 - Poor

IL

Rating

		PERFORMANCE COMMITMENT AN					
I, EDWIN M. GONZALES, of the the indicated measures for the pe	Office of the Assista	ant Secretary, commit to deliver and a o December 31, 2022	gree to b	e rated on the a	EDWIN M. GON		accordance with
				Date:	69/27/23 Ratoo		
					021	Date	
				Aproved by:	1		
				ATTY. JOSE A	RTURO M. TUGADE		
				Head	17		
Output	Success Indicator (Target + Measure)	Actual Accomplishment			Rating		Remarks
			Q	E	Т	A	
Reproduce official documents, and other materials		Reproduced official documents, and other materials; with 90% efficiency	4	4	5	4.3	
File and retrieve documents/ newspapers/publications	95% efficiency File and retrieve documents/newspap ers/ publications, with 95% efficiency	Filed and retrieved documents/newspapers/publications accurately, with 95% efficciency	4	5	4	4.3	
Core Function:							
Maintain stock of office supplies/materials	Maintain stock of office supplies/materials, with 100% efficiency	Maintained office supplies/materials, with 95% efficiency	5	5	5	5	
Dispose of documents	Dispose documents, with 90% efficiency	Disposed documents accurately and efficiently; with 95% efficiency	5	5	4	4.6	
Support Function:	Widi 30% Ciliciency	Cinciana, Charles					
Perform other duties assigned from time to time	Perform other tasks assigned by the immediate supervisor from time to time,	Performed other tasks assigned by the immediate supervisor from time to time. With 90% efficiency	5	5	4	4.6	
Final Average Rating	with 90% efficiency		4.6	4.8	4.4	4.6	
Comments and Recommenda	tions for Developme	ent Purposes					
Discussed with	Date		-4 -5 41		Final Ranki	ng by	Date
EDWIN MUGONZALES Employee	02/27/23	I certify that I discussed my assessment of the performance with the employee.			ATTY. JOSE ARTUROM. TUGADE Head of Division		
egend		2 - Efficiency	3 - Timelin ess 3 - Satisfac tory	4 - Average 4 - Very Satisfactory	5 - Outstanding		