

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)


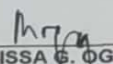
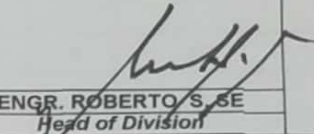
I **RODEL O. CARREON** of Supply Unit, Property Section, Administrative Division commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January 1 to June 30, 2022

**RODEL O. CARREON**

Ratee

Date: 2-21-23

| Reviewed by :  |   | Date   | Approved by :   |   |   |     | Date    |
|--|---|--|---|---|---|-----|---------|
| MARIA CLARISSA C. OGSIMER<br>OIC, Property Section   |   | 2/21/23  | ENGR. ROBERTO S. SE<br>Chief, Administrative Division |   |   |     |         |
| OUTPUT   | SUCCESS FACTOR<br>(Target + Measure)  | ACTUAL ACCOMPLISHMENT  | Ratings   |   |   |     | Remarks |
| Core Function  |   |  | Q   | E | T | A   |         |
| OUTPUT 1   |   |  |   |   |   |     |         |
| Receipt of Office Supplies and other materials from the supplier                             | Receives and check delivered Office Supplies and other materials from the supplier with 100% completeness   | Received and checked deliveries of office supplies and other materials from the supplier with 98% completeness   | 4   | 5 | 5 | 4.7 |         |
| OUTPUT 2   |   |  |   |   |   |     |         |
| Issuance of office supplies and other materials to the LTO Central Division and unit offices | Office Supplies and other materials issued to the LTO Central Division and Unit Offices with 100% accuracy  | Office Supplies and other materials issued to the LTO Central Division and Unit Offices with 98% accuracy  | 4   | 5 | 5 | 4.7 |         |
| OUTPUT 3   |   |  |   |   |   |     | Remarks |
| Preventive maintenance of Storage Room   | Implement preventive maintenance on the Storage Room to prevent the Office Supplies and other materials from damages due to termites infestation with 100% efficiency | Implemented preventive maintenance on the Storage Room to prevent the Office Supplies and other materials from damages due to termites infestation with 98% efficiency | 4   | 5 | 5 | 4.7 |         |

|   |  |  |             |  |             |     |
|---|--|--|-------------|--|-------------|-----|
| <b>Support Function</b>   |  |  |             |  |             |     |
| <b>OUTPUT 1</b>   |  |  |             |  |             |     |
| Perform other duties per instructions of my immediate supervisor  | Performs other duties per instructions of my immediate supervisor with 100% accuracy | Performed other duties per instructions of my immediate supervisor with 98% accuracy   | 4           | 5  | 5           | 4.7 |
|   |  |  |             |  |             |     |
|   |  |  |             |  |             |     |
| <b>Total Over-all Rating</b>  |  |  | 16          | 20   | 20          | 19  |
| <b>Final Average Rating</b>   |  |  | 4.0         | 5.0  | 5.0         | 4.7 |
| <b>Adjectival Rating</b>  |  |  | OUTSTANDING |  |             |     |
| <b>Comments and Recommendation for Development Purposes :</b>   |  |  |             |  |             |     |
|   |  |  |             |  |             |     |
| <b>Discussed with :</b>   | <b>Date :</b>  | <b>Assessed by:</b><br>I certify that I discussed my assessment of the performance with the employee                                     | <b>Date</b> | <b>Final Ranking by:</b>   | <b>Date</b> |     |
| <br>RODEL O. CARREON<br>Employee |  | <br>MARIA CLARISSA G. OGSIMER<br>Immediate Supervisor | 2/23/17     | <br>ENGR. ROBERTO S. SE<br>Head of Division |             |     |

Legend      1 - Quality      2 - Efficiency      3 - Timeliness      4 - Average

Rating      1 - Poor      2 - Unsatisfactory      3 - Satisfactory      4 - Very Satisfactory      5 - Outstanding