


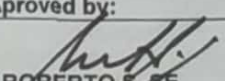
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **BENJO CHRISTOPHER T. NAVARRO**, of the Supply Unit, Division of Administrative 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 01 to October 16, 2022.

BENJO CHRISTOPHER T. NAVARRO



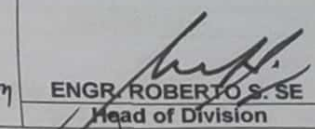
Ratee

Date: Feb. 20, 2023

Reviewed by:	Date:	Approved by:	Date
 MARIA CLARISSA G. OGSIMER Immediate Supervisor	<u>2/22/23</u>	 ENGR. ROBERTO S. SE Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Output 1 Prepare various communications such as endorsement, communication letters, memorandums, etc..	To prepare various communications such as endorsement, communication letters, memorandums, etc. with 100% accuracy.	Prepared various communications such as endorsement, communication letters, memorandums, etc. with 95% accuracy.	4	5	5	4.66	
Output 2 Monitor spoiled Driver's License Card.	To monitor spoiled Driver's License Card with 100% accuracy.	Monitord spoiled Driver's License Card with 95% accuracy.	4	5	4	4.33	
Output 3 Monitor the status of supply of Driver's License Card, Accountable Accountable Forms and Non-Accountable Forms.	To monitor the status of supply of Driver's License Card, Accountable Accountable Forms and Non-Accountable Forms with 100% accuracy.	Monitored the status of supply of Driver's License Card, Accountable Accountable Forms and Non-Accountable Forms with 95% accuracy.	4	4	4	4	
Core Function:							
Output 1 Prepare and issue Receipt of Returned Semi- Expendable Property (Serviceable and Unserviceable).	To prepare and issue Receipt of Returned Semi-Expendable Property (Serviceable and Unserviceable) with 100% accuracy.	Prepared and issued Receipt of Returned Semi-Expendable Property (Serviceable and Unserviceable) with 95% accuracy.	5	5	5	5	
Output 2 Monitor Semi-Expendable Property (Encoding, Updating, Inventorying etc.).	To monitor Semi-Expendable Property (Encoding, Updating, Inventorying etc.) with 100% accuracy.	Monitored Semi-Expendable Property (Encoding, Updating, Inventorying etc.) with 95% accuracy.	4	4	5	4.33	
Support Function:							
Output 1 Perform other duties per instructions of my immediate supervisor.	To perform other duties per instructions of my immediate supervisor with 100% accuracy.	Performed other duties per instructions of my immediate supervisor with 95% accuracy.	5	5	5	5	
Final Average Rating			4.33	4.66	4.66	4.55	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 BENJO CHRISTOPHER T. NAVARRO Employee	Feb. 20, 2023	I certify that I discussed my assessment of the performance with the employee.	 2/20/23	 ENGR. ROBERTO S. SE Head of Division	
		MARIA CLARISSA G. OGSIMER			
		Immediate Supervisor			

Legend 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average
 Rating 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding