INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **WALTER DABUET** 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 **July 1 to October 16, 2022**

WALTER DABUET
Ratee

Date: 02/20/23

Reviewed by :		Date	*Approved by :*				Date
MARIA CLARISSA G. OGSIMER OIC, Property Section			ENGR. ROBERTO S. SE Chief, Administrative Division				
OUTPUT	**SUCCESS FACTOR (Target + Measure)**	**ACTUAL ACCOMPLISHMENT**	**Ratings**				***Remarks***
			Q	***E***	***T***	***A***	
Core Function							
OUTPUT 1							
Segregation of files of RIS and IRA for COA and Accounting Section's copies	The files of RIS and IRA for COA and Accounting Section's copies segregated with 100% accuracy	The files of RIS and IRA for COA and Accounting Section's copies segregated with 98% accuracy	4	5	5	4.7	
OUTPUT 2							
Indexing & Filling of Office Supplies Stock Card	Maintains/updates records of the Accountable Forms and Non-Accountable Forms with 100% accuracy	The records of the Accountable and and Non-Accountable Forms updated and maintained with98% accuracy	4	5	5	4.7	
OUTPUT 3							
Serves as services driver of supply unit	Serves as service driver of Supply Unit from C.O to DOST & PS-DBM regarding testing of LTO forms & payment of procured office supply with 100% accuracy	Served as service driver of Supply Unit from C.O to DOST & PS-DBM regarding testing of LTO forms & payment of procured office supply with 98% accuracy	4	5	5	4.7	

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OUTPUT 1						
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
Total Over-all Rating			**16**	**20**	**20**	**19**
Final Average Rating			**4.0**	**5.0**	**5.0**	**4.7**
Adjectival Rating				**OUTSTANDING**		
Comments and Recommendation for Development Purposes :						

Discussed with :	***Date :***	***Assessed by:***	***Date***	***Final Ranking by:***	***Date***
	02/20/23	**I certify that I discussed my assessment of the performance with the employee**			
WALTER DABUET		**MARIA CLARISSA G. OGSIMER**		**ENGR. ROBERTO S. SE**	
Employee		***Immediate Supervisor***		***Head of Division***	

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

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

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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I WALTER DABUET 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 October 17 to December 31, 2022

WALTER DABUET
Ratee

Date: 02/20/23

Reviewed by :		Date	Approved by :				Date
MARIA CLARISSA G. OGSIMER OIC, Property Section			LOUELLA V.MUTIA OIC, Administrative Division				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				Remarks
			Q	E	T	A	
Core Function							
OUTPUT 1							
Segregation of files of RIS and IRA for COA and Accounting Section's copies	The files of RIS and IRA for COA and Accounting Section's copies segregated with 100% accuracy	The files of RIS and IRA for COA and Accounting Section's copies segregated with 98% accuracy	4	5	5	4.7	
OUTPUT 2							
Indexing & Filling of Office Supplies Stock Card	Maintains/updates records of the Accountable Forms and Non-Accountable Forms with 100% accuracy	The records of the Accountable and and Non-Accountable Forms updated and maintained with98% accuracy	4	5	5	4.7	
OUTPUT 3							
Serves as services driver of supply unit	Serves as service driver of Supply Unit from C.O to DOST & PS-DBM regarding testing of LTO forms & payment of procured office supply with 100% accuracy	Served as service driver of Supply Unit from C.O to DOST & PS-DBM regarding testing of LTO forms & payment of procured office supply with 98% accuracy	4	5	5	4.7	

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OUTPUT 1							
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	
Total Over-all Rating			16	20	20	19	
Final Average Rating			4.0	5.0	5.0	4.7	
Adjectival Rating				VERY SATISFACTORY			
Comments and Recommendation for Development Purposes :							

Discussed with :	***Date :***	***Assessed by:***	***Date***	***Final Ranking by:***	***Date***
WALTER DABUET ***Employee***	02/20/23	**I certify that I discussed my assessment of the performance with the employee** **MARIA CLARISSA G. OGSIMER** ***Immediate Supervisor***		**LOUELLA V.MUTIA** ***Head of Division***	

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

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