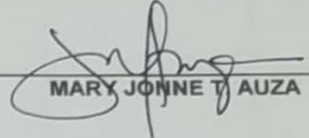
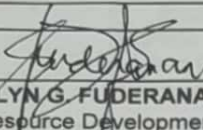
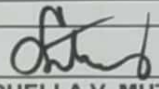


# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **MARY JONNE T. AUZA**, of the **Human Resource Development Section**, 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 **12 OCTOBER** to **31 DECEMBER 2022**.

  
**MARY JONNE T. AUZA**

Date: \_\_\_\_\_

<b>Reviewed by:</b>	<b>Date:</b>	<b>Aproved by:</b>	<b>Date</b>
			
<b>LADIE LYN G. FUDERANAN</b>		<b>LOUELLA V. MUTIA</b>	
OIC, Human Resource Development Section		OIC, Administrative Division	

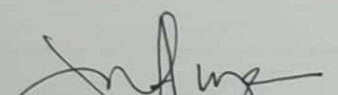
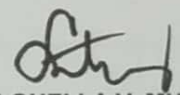
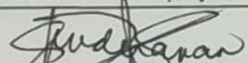
Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Evidence Requirements for PRIME - HRM	Generate evidence requirements for PRIME-HRM of Recruitment, Selection, and Placement (RSP) core according to standards and based on planned schedule and set deadline with 100% completion	Generate evidence requirements for PRIME-HRM of Recruitment, Selection, and Placement (RSP) core according to standards and based on planned schedule and set deadline with 90% completion	5	4	4	4.33	
Core Function:							
Publication of Vacant Plantilla Positions	Publish vacant Plantilla Positions in the CSC and post vacant Plantilla Positions in three (3) conspicuous places in the Office with 100% accuracy and within the set timeline	Publish vacant Plantilla Positions in the CSC and post vacant Plantilla Positions in three (3) conspicuous places in the Office with 98% accuracy and within the set timeline	5	5	5	5.00	
Profile of Candidates	Evaluate applications for published vacant Pantilla Positions in the Central Office and endorsed vacant Salary Grades-22 and 24 Plantilla Positions in the Regional Offices with 100% accuracy and within the set deadline	Evaluate applications for published vacant Pantilla Positions in the Central Office and endorsed vacant Salary Grades-22 and 24 Plantilla Positions in the Regional Offices with 95% accuracy and within the set timeline	4	4	5	4.33	

HRDS Assessment	Review assessment/ evaluation of applications for Job Order/Contract of Service positions in the Central Office with 100% accuracy and within the set timeline	Review assessment/ evaluation of applications for Job Order/Contract of Service positions in the Central Office with 95% accuracy and within the set timeline	4	4	5	4.33	
Conduct of Pre-Qualifying Examinations	Preparation of notice of examination and test kits, test administration, checking and scoring of Pre-Qualifying Examinations for vacant Plantilla Positions in the Central and Regional Offices with 100% completion and within the set schedule	Preparation of notice of examination and test kits, test administration, checking and scoring of Pre-Qualifying Examinations for vacant Plantilla Positions in the Central and Regional Offices with 100% completion and within the set schedule	5	5	5	5.00	
Conduct of Pre-Qualifying Examinations	Preparation of test kits, test administration, checking and scoring of Pre-Qualifying Examinations for Job Order applicants in the Central Office with 100% completion and within the set schedule	Preparation of test kits, test administration, checking and scoring of Pre-Qualifying Examinations for Job Order applicants in the Central Office with 100% completion and within the set schedule	5	4	4	4.33	
Appointment Form, Oath of Office, Certificate of Assumption to Duty, Position Description Form	Preparation of appointment, oath of office, certificate of assumption to duty, position description form and other pertinent documents for submission to the CSC within the prescribed deadline and with 100% accuracy	Preparation of appointment, oath of office, certificate of assumption to duty, position description form and other pertinent documents for submission to the CSC within the prescribed deadline and with 95% accuracy	4	4	4	4.00	
Contract of Service	Preparation of Contract of Service for hired JO/COS personnel, Obligation Request and Status, and other pertinent documents for endorsement to the Financial Division with 100% accuracy and within the prescribed timeline	Preparation of Contract of Service for hired JO/COS personnel, Obligation Request and Status, and other pertinent documents for endorsement to the Financial Division with 95% accuracy and within the prescribed timeline	4	4	5	4.33	

Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Review prepared Personal Services Itemization and Plantilla of Personnel (PSIPOP) and Personnel Complement for submission to the DOTr, CSC, and COA within the prescribed deadline and with 100% accuracy	Review prepared Personal Services Itemization and Plantilla of Personnel (PSIPOP) and Personnel Complement for submission to the DOTr, CSC, and COA within the prescribed deadline and with 95% accuracy	4	4	5	4.33	
Notice of Organization, Staffing and Compensation Action (NOSCA) for Creation and Conversion of LTO Offices	Evaluate classification of district/extension office and licensing centers in accordance with the prescribed guidelines, and comply with all the requirements for the request of NOSCA with 100% efficiency and within seven (7) days from receipt of complete requirements	Evaluate classification of district/extension office and licensing centers in accordance with the prescribed guidelines, and comply with all the requirements for the request of NOSCA with 95% efficiency and within seven (7) days from receipt of complete requirements	4	4	5	4.33	
Supervise the Recruitment, Selection, and Placement (RSP) Unit	Supervise the daily function and review the outputs of the staff in the RSP Unit with 100% efficiency	Supervise the daily function and review the outputs of the staff in the RSP Unit with 95% efficiency	4	4	N/A	4.00	

Support Function:							
Simple and Complex Communication/Correspondence	Prepare Briefing Memos, Memorandum, Office Orders for personnel movement and committees, endorsement/ letter replies to LTO Offices, CSC, DOTr, and other agencies, and other simple and complex communication/ correspondence with 100% accuracy and within the set deadline	Prepare Briefing Memos, Memorandum, Office Orders for personnel movement and committees, endorsement/ letter replies to LTO Offices, CSC, DOTr, and other agencies, and other simple and complex communication/ correspondence with 95% accuracy and within the set deadline	4	4	5	4.33	
Reportorial Requirements	Prepare and submit reportorial requirements according to standards and within the set deadline with 100% accuracy	Prepare and submit reportorial requirements according to standards and within the set deadline with 95% accuracy	4	4	4	4.00	
Filing of Documents	Sort and file documents relating to RSP without error and without any missing document and within the set schedule	Sort and file documents relating to RSP without error and without any missing document and within the set schedule	4	4	4	4.00	
Telephone Calls	Answer phone calls with 100% accuracy and timeliness	Answer phone calls with 100% accuracy and timeliness	5	5	5	5.00	
Final Average Rating						4.38	

**Comments and Recommendations for Development Purposes**

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 <b>MARY JONNET T. AUZA</b> Administrative Officer IV		I certify that I discussed my assessment of the performance with the employee.		 <b>LOUELLA V. MUTIA</b> OIC, Administrative Division	
		 <b>LADIE LYN G. FUDERANAN</b> OIC, Human Resource Development Section			

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory

4 - Average  
4 - Very Satisfactory

5 - Outstanding