

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARIA CLARISSA G. OGSIMER**, STDO of the **Property Section, Administrative Division LTO CO**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2022**.

MARIA CLARISSA G. OGSIMER

Ratee

Date

Approved by:

Date

Engr. **ROBERTO S. SE**
Immediate Supervisor

OUTPUT	Success Factor (Target + Measure)	Actual Accomplishment	RATING				REMARKS
			Q ¹	E ²	T	A ⁴	
CORE FUNCTIONS							
a. Property and Supply Management							
Prepare memoranda/circulars relative to property management and utilization.	To Prepare memoranda/circulars relative to property management and utilization.	Prepared memoranda/circulars relative to property management and utilization.	5	5	4	4.7	
Evaluate the performance of subordinate employees and instills discipline among the Property personnel.	To Evaluate the performance of subordinate employees and instills discipline among the Property personnel.	Evaluated the performance of subordinate employees and instills discipline among the Property personnel.	5	4	4	4.3	
Bids and Awards Committee-B (BAC-B) Member.	To attend and sign pertinent documents relative to BAC-B.	Attended and sign pertinent documents relative to BAC-B.	5	5	5	5.0	
Vice Chairman for LTO Disposal and Appraisal Committee (LTO-DAC) Unserviceable Property and Equipment.	To attend and sign pertinent documents relative to LTO Disposal and Appraisal Committee (LTO-DAC) Unserviceable Property and Equipment.	Attended and sign pertinent documents relative to LTO Disposal and Appraisal Committee (LTO-DAC) Unserviceable Property and Equipment.	5	4	4	4.3	
LTO Disposal Committee for Unclaimed/Impounded Motor Vehicle (LTO-DCIUMV) Member.	To attend and sign pertinent documents relative to LTO Disposal Committee for Unclaimed/Impounded Motor Vehicle (LTO-DCIUMV)	Attended and sign pertinent documents relative to LTO Disposal Committee for Unclaimed/Impounded Motor Vehicle (LTO-DCIUMV)	4	4	4	4.0	
Chairman of LTO-CO Inventory Committee.	To conduct and sign pertinent documents relative to Chairman of LTO-CO Inventory Committee.	Conducted and sign pertinent documents relative to Chairman of LTO-CO Inventory Committee.	5	5	5	5.0	

Distribution, allocation and recording of properties, supplies, accountable & non-accountable forms, plates and equipment.	100% that all properties and supplies received and procured are properly distributed, allocated and recorded.	100% that all properties and supplies received and procured are properly distributed, allocated and recorded.	5	5	4	4.7	
Comply reportorial requirements on properties, supplies, accountable & non-accountable forms, plates and equipment management.	100% compliance to the reportorial requirements on properties, supplies, accountable & non-accountable forms, plates and equipment within the prescribed period.	100% compliance to the reportorial requirements on properties, supplies, accountable & non-accountable forms, plates and equipment within the prescribed period.	5	5	4	4.7	
Physical inventory of properties, supplies, accountable & non-accountable forms, plates and equipment.	100% Conduct of physical inventory of properties, supplies, accountable & non-accountable forms, plates and equipment in accordance with COA rules and regulations within 2 months	100% Conduct of physical inventory of properties, supplies, accountable & non-accountable forms, plates and equipment in accordance with COA rules and regulations within 2 months	5	5	4	4.7	
Collect data and prepares matrixes as well as summary reports of projects with respective status	100% Consolidation of Project Procurement Management Plan (PPMPs) and the preparation and submission of the Annual Procurement Plan (APP)	100% Consolidation of Project Procurement Management Plan (PPMPs) and the preparation and submission of the Annual Procurement Plan (APP)	5	5	4	4.7	
Do other related duties that may be assigned from time to time.	To do other related duties that may be assigned from time to time.	To do other related duties that may be assigned from time to time.	5	5	5	5.0	
Final Average Rating						4.64	

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed and Final Ranking by	Date	
MARIA CLARISSA G. OGBIMER Employee	2/2/23	I certify that I discussed my assessment of the performance with the employee. Engr. ROBERTO S. SE Supervisor		

Id: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average