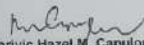




INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARIVIC HAZEL M. CAPULONG**, of the **MANAGEMENT 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, 2022 to June 30, 2022**.

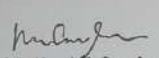

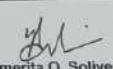

Marivic Hazel M. Capulong
 Employee
 Date: July 14, 2022

Reviewed by:	Date: 7/26/2022	Approved by:	Date: 7/26/2022
 MARCELINA C. HUGO Immediate Supervisor		 EMERITA O. SOLIVEN Head of Division	
			5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
CORE FUNCTIONS							
Monitoring Compliance to Office Policies, Rules and Regulations, and Internal Control System							
Review of Existing Policies	Review and examine existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin, and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 90% accuracy for improvement and linkage to close the gap.	Reviewed and examined existing policies related to LTO's core functions: LETAS, Registration, Licensing together with EODB, Admin and Finance Functions to determine the gap between the implementation of policies and actual application in the LTMS to provide recommendations with 92% accuracy for improvement and linkage to close the gap. The LTMS Evaluation Team was created and the Memorandum re : Clarification on the collection of MVUC in the MVIRS dated 13 June 2022 was issued.	4	4	4	4	
	Review the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 90% accuracy as needed.	Reviewed the Citizen's Charter as to the policies mentioned therein to ensure that these are updated with the latest issuances/policies with 92% accuracy as needed.	4	4	4	4	

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Management Audit / Validation of RIAS Audit findings	<p>Monitor the conduct of audit on the operational and financial transactions as well as the property accountabilities of five (5) field offices with 90% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, BTr, IAD Procedure Manual, Office Policies & Procedures and in the prescribed format within 30 days. / Monitor the validation of RIAS Audit findings vis-à-vis the RIAS Audit Plans and Programs.</p> <p>Follow up the compliance of audit findings on the remaining accountabilities of field offices during the conduct of Operations Forum.</p>	Prepared the list of remaining accountabilities of Region V field offices with 92% accuracy presented during the Operations Forum.	4	4	4	4	
Update of Uncompiled Audit Findings	Update the uncompiled audit findings of the district offices of regions 5 and 6 with 90% accuracy with 2 revisions and prepare memorandum to the Regional Directors as needed.	Updated audit findings of New Registration Unit with 92% and prepared two (2) memoranda to New Registration Unit, Region 5, with 1 revision.	4	4	4	4	
Non-Routine Communications	Prepare communications for submission to the Supervisor, 90% accurate and complete (CSW), documentation properly noted, with 2 revision and released within ten (10) days upon receipt of the communications.	Prepared lists of personnel during the Foundation Day and reconciled it to the master lists of HRDS.					No assigned task during the semester.
Routine Communications	<p>Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the EODB Monitoring Activities of field employees after 90% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within two days upon receipt.</p> <p>This also includes queries from employees or private individuals or other office requirements.</p>	Prepared Notice of Meetings and assisted the DLS-LTMS Evaluation Team in the conduct of various meetings. Collated DL issues and concerns submitted by end-users of different regions after 92% accurate verification with the Report, with 1 revision which shall follow the prescribed format within 2 days upon receipt.	4	4	4	4	

WITH THE LATEST REVISIONS OF THE FORM AS NEEDED.

MFO / PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q1	E2	T3	A4	
Support Functions: (All other functions)							
Receipt and Relay of Messages (voice or text) to official concerned	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	Courteous and receptive, with a clear speaking voice; follows protocol in receiving/making calls for superior; information noted, screened, and relayed properly and accurately within the day.	4	4	4	4	
Committee Membership Meetings	90% participation in the meetings conducted as members of the CART and other Committees.	92% participation in the meetings conducted as member of the CART and other Committees. LTMS Evaluation Team - 5 MVIRS Evaluation Team - 1 DLS Evaluation Team - 13	4	4	4	4	
Attend various actual and virtual trainings/seminars/conference/meetings and Prepare required report/output	Attend various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 90% accuracy.	Attended various actual and virtual trainings/seminars/conference/meetings conducted by the office, other government agencies and private sectors and prepares required report/output with 92% accuracy. AGIA Webinar- 1 Forum - 2 Management Division- 25	4	4	4	4	
TOTAL OVER-ALL RATING			32/8				
			Ave.	%	Rating		
Core Functions			4	60%	2.40		
Support Functions			4	40%	1.60		
FINAL AVERAGE RATING			4				
ADJECTIVAL RATING			Satisfactory				
Comments and Recommendations for Development Purposes							
Discussed with: Date:		Assessed by: Date: 7/26/2022	Final Ranking by:		Date:		
 Marivic Hazel M. Capulong Employee		 Marcelina C. Hugo Immediate Supervisor		 Emerita O. Soliven Chief, Management Division			