

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Sammy B. Delos Santos of the Supply Unit, Division of Administration 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 to December 2023.

Sammy B. Delos Santos  
Ratee

Date:

Feb 20, 2023

Reviewed by:	Date:	Aproved by:	Date
MARIA CLARISSA G. GOSMER Immediate Supervisor	2/20/23	LOUELLA V. MUTIA Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
<b>Core Function:</b>							
<b>Output 1</b>							
Verifies and evaluates requests for certificate of authenticity of Certificate of Registration and Official receipts.	To verify and evaluate 120 requests for certificate of authenticity of Certificate of Registration and Official receipts with 100% accuracy.						
<b>Output 2</b>							
Drafts various communication needed by the Office in connection to the Supply Unit	To draft 50 various communication letter with 100% correctness						
<b>Output 3</b>							
Monitors the status of Accountable and Non-Accountable Forms and Driver's License Cards	To monitor the status of Accountable and Non-Accountable Forms and Driver's License Cards with 100% accuracy.						

<b>Support Function:</b>							
Output 1							
Attends court hering for various subpoena in connection to the issued Certificate of Authenticity by this office	To attend court hearing for various subpoena with 100% timeliness						
Output 2							
Assists in the computation of usage/stock level of accountable forms and driver's license cards.	Assisted in the computation of usage/stock level of accountable forms and driver's license cards with 95% correctness						
<b>Final Average Rating</b>							

**Comments and Recommendations for Development Purposes**

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
Sammy B. Santos	Feb 20, 2023	I certify that I discussed my assessment of the	2/24/23	LOUELLA V. MUTIA	
Employee		MARIA CLARISSA G. GOSIMER		7	
		Immediate Supervisor		Head of Division	

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory

4 - Average  
4 - Very Satisfactory

5 - Outstanding

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Sammy B. Delos Santos of the Supply Unit, Division of Administration 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 2023.

Sammy B. Delos Santos

Ratee

Date:

Feb 20, 2023

Reviewed by:	Date:	Aproved by:	Date
MARIA CLARISSA G. OGSIMER	2/23/23	LOUELLA V. MUTIA	
Immediate Supervisor		Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
<b>Core Function:</b>							
<b>Output 1</b>							
Verifies and evaluates requests for certificate of authenticity of Certificate of Registration and Official receipts.	To verify and evaluate 120 requests for certificate of authenticity of Certificate of Registration and Official receipts with 100% accuracy.						
<b>Output 2</b>							
Drafts various communication needed by the Office in connection to the Supply Unit	To draft 50 various communication letter with 100% correctness						
<b>Output 3</b>							
Monitors the status of Accountable and Non-Accountable Forms and Driver's License Cards	To monitor the status of Accountable and Non-Accountable Forms and Driver's License Cards with 100% accuracy.						

<b>Support Function:</b>							
Output 1							
Attends court hearing for various subpoena in connection to the issued Certificate of Authenticity by this office	To attend court hearing for various subpoena with 100% timeliness						
Output 2							
Assists in the computation of usage/stock level of accountable forms and driver's license cards.	Assisted in the computation of usage/stock level of accountable forms and driver's license cards with 95% correctness						
Final Average Rating							

**Comments and Recommendations for Development Purposes**

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
Sammy B. Santos Employee	Feb 20, 2023	I certify that I discussed my assessment of the	2/21/23	LOUELLA V. MUTIA	
		MARIA CLARISSA G. OSSIMER		✓	
		Immediate Supervisor		Head of Division	

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory

4 - Average

4 - Very Satisfactory

5 - Outstanding