			INDIVIDUAL PERFORMANCE COMMITMEN					
	I. RENZ CLAUDEL O. ARBOLED/ the indicated measures for the peri	A, of the <u>Computer Section</u> , Division of <u>JULY</u> to <u>DECEMBER</u> , <u>2023</u> .	n of <u>Management Information Division</u> com	mit to deliver and	agree to be rated on the	attainment of the folio	wing targets in accor	dance with
	The State of the S					RENZ CLAUDEL O.	ARBOLEDA	
					Date:	Ratee	02/27/2023	
	Bouleway by:	hl	Date:		Aproved by:	N	Dat	е
	Reviewed by: CLAUDIO B. BONSOL JR.		02/27/2023		CLAUDIO	BONSOL JR.	02/27/2023	
	Immediate	Supervisor			Head	of Division		
		Success Indicator (Target +			Ra	Ren		
	Output	Measure)	Actual Accomplishment	Q	E	т	A	
	Strategic Priority:							
	Member of Technical Working Group / TSS for Value Added Service Provider	Evaluating VASP for PMVIC at DOTr	Accrediatation based on planned schedules					
E	Member of the Acceptance and valuation Team for LTO - MVRES roject	Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO MVRES	Checked and Evaluated the deliverables of the Provider based on the planned schedules					
Eva	ember of the Acceptance and aluation Team for LTO - ITHUB sject	Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO ITHUB	Checked and Evaluated the deliverables of the Provider based on the planned schedules					

Member of the Acceptance and Evaluation Team for LTO - RSIC Project	equipment delivered and its	Checked and Evaluated the deliverables of the Provider based on the planned schedules			
Member of the Acceptance and Evaluation Team for LTO - Component B Project	equipment delivered and its	Checked and Evaluated the deliverables of the Provider based on the planned schedules			
Member of the Acceptance and Evalutation Team for LTO IT Project LOT - A Data Center Team	Check and Accept the maintenance of the data center	Checked and Evaluated the deliverables of the Provider based on the planned schedules			
Core Function:					
Meraki Network	Configuration and Technical Support for LTO Meraki Network Nationwide	Configured and Support LTO Concern regarding network in Central Office and LTO Sites nationwide			
Sophos Network	Configuration and Technical Support for LTO SophosNetwork Nationwide	Configured and Support LTO Concern regarding network in Central Office and LTO Sites nationwide			
E	Generate user for LTO Employees in active directory and joining LTO Owned workstation in active directory	Generated user and joined the workstation of Ito employees based of the planned schedule or 15mins upon receiving the request			



LTO E-mail Administrator	Generate user for LTO Employees for their official e- mail account	Generated user within 15mins upon receiving of the request		
OTRS Adminstrator	Generate user for LTO CCTSS and Client for LTO Ticketing System	Generated users within 15mins upon receiving of the request		
Support Function:				
echnical Support for PMVIC and ETC nationwide	mean of any meadia of PMVIC	Provided answers to the inquiries of PMVIC and PETC within 30mins upon received of the inquiries		
Property of the control of the contr	Active Participation in the rainings and deployment of Dermalog peripherals and other leated activities (Site ssessment; Initialization of ermalog Workstations; rovides technical assistance utionwide thru Viber, inceBook, and landline in the unintenance of 5-year validity ver's license equipment, work cabling central ce/district office and bleshooting workstations aral office).	Joined training and Support LTO Sites naving a concern in printing of Driver's cicense Card		

Monitoring and Repairing of	Receives properly the	Problem relayed immediately upon			
	complaints via various media from sites nationwide; Provides basic trouble shooting. Else, creates ticket number to Dermalog; Advises site on the required action to address the problem based on Dermalog recommendation (e.g. solution can be done remotely, ship malfunctioning hardware to MID, prepare request letter, etc.); Prepares Memo (Delivery of Defective Equipment/Peripherals) to Property; Repairs damaged equipment/peripherals; Prepares Memo (Delivery of Repaired Equipment/Peripherals) to Property to ship the	Problem relayed immediately upon receipt or upon the availability of part/s Note: If replacement of part is required, duration of repair is dependent on the availability of the same.			
User Management Admin for 5-Year Validity Card System	equipment/peripherals back to the site. If for pick up, advises site that the equipment is already repaired and can be picked up from MID. Generates user account for Dermalog system (5YVC) nationwide Activates/Deactivates user	Implemented 10 minutes upon receiving the application			
Monitoring Data Center N	normed and a second	Monitored all rooms in Data Center based on planned schedules			
nal Average Rating					



Discussed with Old Carenz Claudel O. ARBO Employee	02/27/2023	I certify that I discussed m with th	sessed by y assessment of the performance he employee. D.B. BONSOL JR and Supervisor	Date 02/27/2023	Final Ranking by CLAUDIO B. BONSOL JR Head of Division	02/27/20
nd 3	1 - Quality 1 - Poor	2 - Efficiency 2 - Unsatisfactory	3 - Timeliness 3 - Satisfactory	4 - Average 4 - Very Satisfactory	5 - Outstanding	

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IF	CR
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I, <u>RENZ CLAUDEL O. ARBOLEDA</u>, of the <u>Computer Section</u>, Division of <u>Management Information Division</u> 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.

the indicated measures for the period J	ANUARY to JUNE, 2023						
					RENZ CLAUDEL O. A	RBOLEDA	
				Date:	A	02/27/2023	
Reviewed by:		Date:		Aproved by: /	N	Date	
CLAUDIO B. BO	NSOL JR.	02/27/2023		CLAUDID B. BONSOL JR.		02/27/20	23
Immediate Su	pervisor			Head	of Division		
4				/	ating		
Output	Success Indicator (Target + Measure)	Actual Accomplishment	Q Q	/ K	T T	_ A	Remarks
Strategic Priority:	•		u	_	·		
Member of Technical Working	Evaluating VASP for PMVIC at DOTr	Evaluated IT Provider for Accrediatation based on planned schedules					
Evaluation Team for LTO - MVRES Project	Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO MVRES	Checked and Evaluated the deliverables of the Provider based on the planned schedules					
Evaluation Team for LTO - ITHUB	Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO ITHUB	Checked and Evaluated the deliverables of the Provider based on the planned schedules					

Member of the Acceptance and Evaluation Team for LTO - RSIC Project	Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO RSIC	Checked and Evaluated the deliverables of the Provider based on the planned schedules			
Member of the Acceptance and Evaluation Team for LTO - Component B Project	Check and Accept the equipment delivered and its functionality Hardware, Network and Software of LTO Procurement Component B	Checked and Evaluated the deliverables of the Provider based on the planned schedules			
Member of the Acceptance and Evalutation Team for LTO IT Project LOT - A Data Center Team		Checked and Evaluated the deliverables of the Provider based on the planned schedules			
Core Function:					
Network Administrator for LTO Meraki Network	Configuration and Technical Support for LTO Meraki Network Nationwide	Configured and Support LTO Concern regarding network in Central Office and LTO Sites nationwide			
Network Administrator for LTO Sophos Network	Configuration and Technical Support for LTO SophosNetwork Nationwide	Configured and Support LTO Concern regarding network in Central Office and LTO Sites nationwide			
Active Directory Administrator	Generate user for LTO Employees in active directory and joining LTO Owned workstation in active directory	Generated user and joined the workstation of Ito employees based on the planned schedule or 15mins upon receiving the request			



LTO E-mail Administrator					
ETO E-mail Administrator	Generate user for LTO Employees for their official e- mail account	Generated user within 15mins upon receiving of the request			
OTRS Adminstrator	Generate user for LTO CCTSS and Client for LTO Ticketing System	Generated users within 15mins upon receiving of the request			
Support Function:					
Technical Support for PMVIC and PETC nationwide	Receives properly inquiries via mean of any meadia of PMVIC and PETC concerns	Provided answers to the inquiries of PMVIC and PETC within 30mins upon received of the inquiries			
Technical Support in the Printing of Driver's License Card	Active Participation in the trainings and deployment of Dermalog peripherals and other related activities (Site Assessment; Initialization of Dermalog Workstations; Provides technical assistance nationwide thru Viber, FaceBook, and landline in the maintenance of 5-year validity driver's license equipment, network cabling central office/district office and troubleshooting workstations central office).	Joined training and Support LTO Sites having a concern in printing of Driver's License Card			

Monitori					
Monitoring and Repairing of	Receives properly the	Problem released in the second			
Equipments and Peripherals	complainte via vasiano	Problem relayed immediately upon		1	
	from sites nationwide; Provides	receipt or upon the availability of			
	basic trouble shooting. Else,	parus			l
	creates ticket number to	Note: If			
	Dermalog; Advises site on the	Note: If replacement of part is			
		required, duration of repair is			
	I was a second of the second o	dependent on the availability of the same.			
	recommendation (e.g. solution	Same.			
	can be done remotely, ship				
	malfunctioning hardware to				
	MID, prepare request letter,				
	etc.); Prepares Memo (Delivery				
	of Defective				
	Equipment/Peripherals) to		1		
	Property;Repairs damaged				
	equipment/peripherals;				
	Prepares Memo (Delivery of				
	Repaired				
	Equipment/Peripherals) to				
	Property to ship the				
	equipment/peripherals back to				
	the site. If for pick up, advises				
	site that the equipment is				
	already repaired and can be				
II	picked up from MID.				
	Generates user account for	Implemented 10 minutes upon			
Validity Card System	Dermalog system (5YVC)	receiving the application			
	nationwide				
	Activates/Deactivates user				
	account, if needed				
	Creates/adds new agency in				
Monitoring Data Center	the system Monitoring all rooms in Data	Monitored all rooms in Data Center			
Wolltoning Data Center		based on planned schedules			
	Cerner	passa on planned solledules			
Final Average Rating					

Comments and Recommendations for Development Purposes Discussed with Final Ranking by Date Date Date Assessed by I certify that I discussed my assessment of the performance with the employee. 02/27/2023 02/27/2023 02/27/2023 RENZ CLAUDEL O. ARBOLEDA CLAUDIO B. BONSOL JR CLAUDIQ B. BONSOL JR **Employee** Head of Division Immediate Supervisor Legend 1 - Quality 1 - Poor 2 - Efficiency 4 - Average 3 - Timeliness Rating 2 - Unsatisfactory 4 - Very Satisfactory 5 - Outstanding 3 - Satisfactory