INDIVIDUAL PEFORMANCE COMMITMENT AND REVIEW (IPCR)											
I, Mary Airish R. Garcia of Mana indicated measures for the period			o deliver and agree	to be rated on the attainment		e followi	R. GAF		ordance with the		
Reviewed by:		Date		Approved by:)	F			Date		
CLAUDIO B. BONS Acting Chief, Management In		02/27/2023		CLAUDIO B B			ivision	02/27/2023			
ОИТРИТ	SUCCESS I (Target + M		ACTUAL ACCOMPLISHMENT			5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory					
						RAT	INGS	Poor	REMARKS		
STRATEGIC PRIORITY											
Attend discussions for the review, inspection, evaluation and acceptance of MVRES Technical Requirements based on terms of reference; 3 revisions; Acceptance Reports are finalized and submitted within the specified schedule											

Team Lead for the Acceptance of IT Projects under DOTr Road Transportation IT Infrastructure Project-Component B	Attend discussions for the review, inspection, evaluation and acceptance of Command Center and MVRES Technical Requirements based on terms of reference; 3 revisions; Acceptance Reports are finalized and submitted within the specified schedule					
OUTPUT 2						
Participate as one of the Sub- Committee B for the Driving School	Communicates clearly to all Committee Members; perform administrative duties and functions effectively and efficiently; based on instructions					
CORE FUNCTIONS				1 1 1000		
OUTPUT 1		9-1 P	and the second second second	100 m m m m m	H 40	a e e e e e e e e e e e e e e e e e e e
Planning and preparation of necessary documents for the procurement of component projects under the DOTr-LTO Road Transportation IT nfrastructure Project- LTO Component B	Conduct market research and canvassing of goods and services; prepares detailed costing based on approved budget for the contract; execute and seek approval of Purchase Request within specified schedule					
OUTPUT 2	, t = 1,				-	
Preparation of budget requirements for the LTO IIS Project	Prepares necessary requirements for the approval of budget relative to the LTO IIS Project; no revision; based on deadline					
оитрит з						

Review and certification of documents for the billing process of DOTr-LTO Road Transportation IT Infrastructure Project-Component B OUTPUT 4 Preparation of Bidding
Preparation of Bidding
Documents for the Procurement of the Projects under the DOTr Road Transportation IT Infrastructure Project -Component bidding documents including Terms of References/Technical Specifications are 100% correct and prepared based on prescribed schedule
OUTPUT 5
Memoranda, Letters, Reports, Endorsements, that require research prior to performance of task; shall follow the grammatical rules; accuracy and correctness of information; CSW; 1 revision
ОИТРИТ 6
Preparation of Information System Strategic Plan Strategic Plan Preparation of Information System Strategic Plan Preparation of Information System System Strategic Plan based on identified ICT requirements of the agency; 3 revision; based on schedule/deadline
SUPPORT FUNCTIONS
OUTPUT 1
Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly recorded in the logbook; no error
OUTPUT 2
Courteous and receptive, with clear speaking voice (for phone calls); follows protocol in receiving/making calls/emails for superior; information noted, screened and relayed properly and accurately
OUTPUT 3

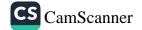


Recording/Arrangement of Appointments and Schedule/Coordination of Meetings	properly recorded, a	nedule of activities are rranged and mplete information; no			- j. 15 501					
OUTPUT 4			<u> </u>				-			
Filing of Documents	Documents sorted, f without error; no mis				* 1					1
OUTPUT 5										
Other Utility Services	Instructions clearly upromptly and correct	inderstood; carried out								
Over-all Rating										
Final Average Rating	,			e farage and a	-	0	0.00	0	0.00	100
Adjectival Rating	1								,	
Comments and Recommenda							1			- :
Discussed With	Date	Assessed by		Date		Final Ranking By				Date
MARY AIRISH R. GARCIA Administrative Assistant VI	02/27/2023	CLAUDIO B. E	BONSOL, JR. t Information Div.	02/27/2023		CLAUDIO B. BONSOL, JR. Acting Chief, MID			02/27/2023	
Legend:	(1) Quality	(2) Efficiency	(3) Timeliness	: (4) Average						

I, <u>Mary Airish R. Garcia</u> of <u>Manag</u> indicated measures for the period			deliver and agree	e to be rated on the atta	inment of the	following	ng targe	ets in acco	rdance with the	
						Hag		2		
* - * miles					MARY	AIRISM Rate		RCIA		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				·	- 1	rtate		,		
Reviewed by:		Date		Approved by:	-/A)			-	Date	
CLAUDIO B. BONS	CLAUDIO B. BONSOL, JR.		CLAUDIO B. BONSOL, JR.					02/27/2023		
Acting Chief, Management Inf				Acting Chief, Manag	,		ivision			
OUTPUT	SUCCESS (Target +		ACTUAL	ACCOMPLISHMENT		5	-	Outstanding		
				4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				ory		
Barrier Commence			RATIN		TING	s	REMARKS			
p n	Property and appropria	re range en a		Q ¹	E ²	т	A ⁴	KEWAKKS		
STRATEGIC PRIORITY				No.						
О ИТРИТ 1										
Participate as one of the Acceptance Committee Members for the following Projects: a. LTO Command Center b. MVRES	Attend discussions for inspection, evaluation MVRES Technical Reterms of reference; 3 Reports are finalized at the specified schedule	and acceptance of quirements based on revisions; Acceptance and submitted within								

INDIVIDUAL PEFORMANCE COMMITMENT AND REVIEW (IPCR)

Team Lead for the Acceptance of IT Projects under DOTr Road Transportation IT Infrastructure Project-Component B	Attend discussions for the review, inspection, evaluation and acceptance of Command Center and MVRES Technical Requirements based on terms of reference; 3 revisions; Acceptance Reports are finalized and submitted within the specified schedule				
OUTPUT 2					
Participate as one of the Sub- ommittee B for the Driving School	Communicates clearly to all Committee Members; perform administrative duties and functions effectively and efficiently; based on instructions			gramma a sala a di	
CORE FUNCTIONS	Tare to the second seco	1753			
OUTPUT 1	1				
Planning and preparation of necessary documents for the procurement of component projects under the DOTr-LTO Road Transportation IT Infrastructure Project- LTO component B	Conduct market research and canvassing of goods and services; prepares detailed costing based on approved budget for the contract; execute and seek approval of Purchase Request within specified schedule				
OUTPUT 2					
Preparation of budget requirements for the LTO IIS Project	Prepares necessary requirements for the approval of budget relative to the LTO IIS Project; no revision; based on deadline			1	
ОИТРИТ 3	Lander II.				



Review and certification of documents for the billing process of DOTr-LTO Road Transportation IT Infrastructure Project-Component B	documents are reviewed and certified as to its authenticity; released based on deadline			
OUTPUT 4				
Preparation of Bidding Documents for the Procurement of the Projects under the DOTr Road Transportation IT Infrastructure Project -Component B	bidding documents including Terms of References/Technical Specifications are 100% correct and prepared based on prescribed schedule			
OUTPUT 5				
Preparation of Non-Routine Communications	Memoranda, Letters, Reports, Endorsements, that require research prior to performance of task; shall follow the grammatical rules; accuracy and correctness of information; CSW; 1 revision			
OUTPUT 6	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1			
Preparation of Information System Strategic Plan	Prepares Information System Strategic Plan based on identified ICT requirements of the agency; 3 revision; based on schedule/deadline			
SUPPORT FUNCTIONS				
UTPUT 1				
Receiving/Recording and	Action requires utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly recorded in the logbook; no error			
OUTPUT 2				E
Answering Phone Calls/ E-mails	Courteous and receptive, with clear speaking voice (for phone calls); follows protocol in receiving/making calls/emails for superior; information noted, screened and relayed properly and accurately			
OUTPUT 3				



Recording/Arrangement of Appointments and Schedule/Coordination of Meetings	All appointments/sche properly recorded, arra coordinated with comp overlaps	anged and								
OUTPUT 4	•				•	·				4 18
Filing of Documents	Documents sorted, file without error; no missi								-	
OUTPUT 5		41								
Other Utility Services	Instructions clearly und promptly and correctly									
Over-all Rating		-								
Final Average Rating						0	0.00	0	0.00	
Adjectival Rating										
Comments and Recommendation for Development Purposes										
Discussed With	Date	Assessed by		Date		Fir	nal Rank	Date		
MARY AIRISH R. GARCIA Administrative Assistant VI	02/27/2023	CLAUDIO B. BONSOL, JR. Acting Chief, Mgt Information Div.		02/27/2023	CLAUDIO B. BONSOL, JR. Acting Chief, MID					02/27/2023
Legend:	(1) Quality	(2) Efficiency	(3) Timeliness	(4) Average						