

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

I **FLORISA MATEO-CASAL** of the General Services Section, Administrative 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**

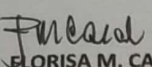
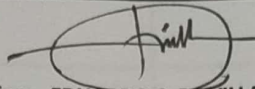
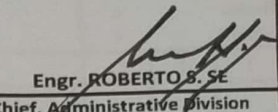
Floris M. Casal
FLORISA M. CASAL

Administrative Officer II
(HRMO I)

Reviewed by : <i>[Signature]</i>	Date :	Approved by : <i>[Signature]</i>	Date :
Engr. EDUARDO C. DEVILLA		Engr. ROBERTO S. SE	
OIC, Gen. Services Section		Chief, Administrative Division	

OUTPUTS	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATINGS				
			5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-	Unsatisfactory		
			1	-	Poor		
OUTPUT 1			Q	E	T	A	Remarks
MAILING MANAGEMENT	Collect/ Consolidate letters for mailing to LTO Regional Offices and to any point in the Phils NCR Luzon, Vizayas & Mindanao & to any point in the world with 90% completeness & accuracy	Collected/ Consolidated letters for mailing to LTO Regional Offices and to any point in the Phils NCR Luzon, Vizayas & Mindanao & to any point in the world with 98% completed & accurate	4	5	5	4.667	
			Q	E	T	A	Remarks
	Assign paste and stick on Bar codes for Registered Mail for endorsement to Philpost for mailing to its proper recipient ton any point in the Phils NCR, Luzon Vizayas & Mindanao & to any point in the world with 95% completeness & accuracy	Assigned paste and stick on Bar codes for Registered Mail for endorsement to Philpost for mailing to its proper recipient ton any point in the Phils NCR, Luzon Vizayas & Mindanao & to any point in the world with 100% completeness & accuracy	5	5	5	5	
			Q	E	T	A	Remarks
	Prepares Summary of Daily Statements Report of Mails for transmission & Mailing to the Philpost with 95% accuracy	Prepared Summary of Daily Statements Report of Mails for transmission & Mailing to the Philpost with 98% accuracy	4	5	5	4.667	
OUTPUT 2			Q	E	T	A	Remarks
COMPOSITION OF MEMOS/LETTERS	Compose Briefing Memos /Letters & Justifications in lieu of the functions & needs of the Records Unit & under Correspondence as instructed by the immediate Supervisor with 95% efficiency	Composed Briefing Memos /Letters & Justifications in lieu of the functions & needs of the Records Unit & under Correspondence as instructed by the immediate Supervisor with 98% efficiency	4	5	5	4.667	
OUTPUT 3			Q	E	T	A	Remarks
DATA ENCODING	Encodes addressee of letters in preparation for mailing and endorsement to Philpost with 95% completeness	Encoded addressee of letters in preparation for mailing and endorsement to Philpost with 98% completed	5	5	4	4.667	
OUTPUT 4			Q	E	T	A	Remarks
MISCELLANEOUS TASK	Prepares Purchase Request (PR) & Disbursement Voucher (DV)for monthly Newspaper Subscription with 95% efficiency	Prepared Purchase Request (PR) & Disbursement Voucher (DV)for monthly Newspaper Subscription with 98% efficient	4	5	4	4.333	
			Q	E	T	A	Remarks
	Prepare requisiton and issue slip (RIS) for office supplies as needed with 90% completeness	Prepare requisiton and issue slip (RIS) for office supplies as needed with 95% completed	4	4	5	4.333	
TOTAL OVER-ALL RATINGS			30	34	33	32.33	
FINAL AVERAGE RATING			4.286	4.857	4.714	4.619	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date	Assessed by :	Date :	Final Ranking by :	Date :
 FLORISA M. CASAL Employee	2/22/23	 Engr. EDUARDO C. DE VILLA OIC, GENERAL SERVICES SECTION		 Engr. ROBERTO S. SE Chief, Administrative Division	

Legend : 1) Quantiy 2) Efficiency 3) Timeliness 4) Average