

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Jerrica Aiko T. Sabio, of the Operations 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 January to June, 2023.

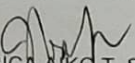

JERRICA AIKO T. SABIO  
Ratee

Date: 2-27-2023

Reviewed by:	Date:	Aproved by:	Date
ISMAEL LUOANG Immediate Supervisor	2-27-2023	DANILO J. ENCELA Head of Division	2-28-2023

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
<b>Strategic Priority:</b>							
Checks and Evaluate complaints against dealer endorsed by DTI	100% accuracy in checking, evaluating and preparing Show Cause Orders /Resolutions for dealers with complaints endorsed by DTI						
Answers queries on brandnew vehicles through email	100% accuracy in answering queries on vehicle registration for brand-new vehicles through email						
<b>Core Function:</b>							
Prepares notice of meeting / minutes of the meeting	100% accuracy in preparing notice and minutes of meeting						
Preparation of Letters/Correspondence	100% accuracy in the preparation of letters and correspondence to private and government entities						
Output 3							
<b>Support Function:</b>							
Perform all other tasks as may be assign from time to time	100% accuracy in performing other tasks as may be assign from time to time						
<b>Final Average Rating</b>							

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 JERRICA AIKO T. SABIO Employee	2-29-2023	I certify that I discussed my assessment of the performance with the employee.	2-29-2023	 DANILO J. ENCELA Head of Division	2-28-2023
		ISMAEL L. LUONG			
		Immediate Supervisor			

Legend

Q - Quality

E - Efficiency

T - Timeliness A - Average

Rating

1 - Poor

2 - Unsatisfactory

3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding