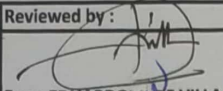


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

I JAIME R. DOLATRE 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 JULY 1, 2022 to December 31, 2023

Jaime R. Dolatre
JAIME R. DOLATRE
 Administrative Aide III
 (Driver I)

Reviewed by : 	Date :	Approved by :	Date :
Engr. EDUARDO C. DE VILLA		LOUELLA V. MUTIA	
OIC, Gen. Services Section		OIC, Administrative Division	

OUTPUTS	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATINGS				
			5	-	Outstanding		
			4	-	Very Satisfactory		
			3	-	Satisfactory		
			2	-			
			1	-			
OUTPUT 1			Q	E	T	A	Remarks
RECEIVING & DOCKETING	Receives transmittals from DFAS of list of Americans Foreigner for licensing & list of Motor Vehicles due for registration & for proper endorsement to License & Registration Section with 95% completeness	Received transmittals from DFAS of list of Americans Foreigner for licensing & list of Motor Vehicles due for registration & for proper endorsement to License & Registration Section with 98% completeness	5	5	4	4.667	
			Q	E	T	A	Remarks
	Docketed transmittal from DFA of List American Foreigner due for Licensing Motor Vehicles due for Registration with 98% efficiency	Docketed transmittal from DFA of List American Foreigner due for Licensing Motor Vehicles due for Registration with 100% efficiency	5	5	5	5	
OUTPUT 2			Q	E	T	A	Remarks
REPRODUCTION OF DOCUMENTS	Photo copy pertinent document for proper dissemination or mailing to to various LTO Offices. Private Enties and othe Government Agencies with 95% efficiency	Photo copied pertinent document for proper dessimination or mailing to to various LTO Offices. Private Enties and othe Government Agencies with 98% efficiency	4	5	5	4.667	
			Q	E	T	A	Remarks
	Mimeograph pertinent documents as requested by various LTO Central Offices Sections Units with 90% efficiency	Drives LTO Service vehicles used to transport LTO employees to their requested place of destination such as seminar venues airport etc with 95% completeness	4	4	5	4.333	
OUTPUT 3			Q	E	T	A	Remarks
RECEIPT / ROUTING OF DOCUMENTS	Accomplish Routing Slip / Assign Documentation Control Numbers Review & Fill out documentation subject & other data for transmittal & easy access to various Offices at LTO Central with 95% completeness & efficiency	Accomplished Routing Slip / Assign Documentation Control Numbers Review & Fill out documentation subject & other data for transmittal & easy access to various Offices at LTO Central with 100% completeness & efficiency	5	5	5	5	
			Q	E	T	A	Remarks
	Receives Documents for transmittals/ Deliveries / Submission to other Division, Section Offices at LTO Central Office & other Regional Offices/ Private entities & other government Agencies with 90%	Received Documents for transmittals/ Deliveries / Submission to other Division, Section Offices at LTO Central Office & other Regional Offices/ Private entities & other government Agencies with 95% efficiency	4	4	5	4.333	

OUTPUT 4			Q	E	T	A	Remarks
NEWSPAPER CLIPPINGS	Cut Out Newspaper Clippings Re: LTO Management & News and News in relation to transportation issues & concern with 95% completeness	Cut Out Newspaper Clippings Re: LTO Management & News and News in relation to transportation issues & concern with 100% completeness	5	5	5	5	
TELEPHONE CALLS & QUERIES	Answers incoming calls & queries on various LTO issues & concern and matters in relation to LTO operations with 90% efficiency	Answered incoming calls & queries on various LTO issues & concern and matters in relation to LTO operations with 95% efficiency	4	4	5	4.333	
	Answers walk in follow ups on queries in relation to Office Memorandum/ Circulars & other issues & concern with 90% efficiency	Answered walk in follow ups on queries in relation to Office Memorandum/ Circulars & other issues & concern with 95% efficiency	4	4	5	4.333	
TOTAL OVER-ALL RATINGS			40	41	44	41.67	Remarks
FINAL AVERAGE RATING			4.44	4.56	4.89	4.63	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date	Assessed by :	Date :	Final Ranking by :	Date :
 JAIME R. DOLATRE Employee	02-12-2013	 Engr. EDUARDO C. DE VILLA OIC, GENERAL SERVICES SECTION		LOUELLA V. MUTIA OIC, Administrative Division	

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