

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **LOLITA S.J. CRUZ** of the Equipment Unit, Division of Administrative, 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 to June 2022**

Lolita S.J. Cruz

Ratee

Date: **FEB - 20, 2023**

Reviewed by:

Date

Approved by:




Date

MARIA CLARISSA G. OGSIMER
Immediate Supervisor

2/20/23

ENGR. ROBERTO S. SE
Head Division

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Ratings				Remarks
			Q	E	T	A	
Strategic Priority:							
Output 1							
Prepare Pre and Post documents of repair Laser Engravers and Peripherals	Prepares Pre and Post document of repair laser engravers and peripherals with 100% accuracy	Prepared Pre and Post documents of repaired laser engravers and peripherals with 95% accuracy	5	4	4	4.33	
Output 2							
Submits of documents to COA	Submits documents relative to equipment matter with 100% accuracy	Submitted documents relative to equipment matter with 95% accuracy	5	5	4	4.66	
Core Function:							
Output 1							
Prepare of Bill of Lading	Prepares bill of lading for delivery/ shipment in various LTO Regional Office with 100% accuracy	Prepared bill of lading for delivery/ shipment in various LTO Regional Office with 95% accuracy	4	5	5	4.66	
Output 2							
Prepare of documents and schedule for shipping the unit to all Regions	Prepares documents and schedules for shipment with 100% accuracy	Prepared all documents and to shipping the unit to all Regions with 95% accuracy	4	4	5	4.33	
Output 3							
Prepare of Disbursement Voucher	Prepares disbursement voucher for submission to accounting section with 100% accuracy	Prepared disbursement voucher for submission to accounting section with 100% accuracy	4	5	4	4.33	
Support Function:							
Output 1							
Member of Inspection Team	Inspects for repair of laser engravers and peripherals with 100% accuracy	Inspected repaired laser engraver and peripherals with 95% accuracy	4	5	5	4.66	

Perform other duties per instructions of my immediate supervisor	Performs other duties per instructions of my immediate supervisor with 100% accuracy	Performed other duties per instructions of my immediate supervisor with 95% accuracy	5	4	5	4.33
Final Average Rating			4.42	4.57	4.57	4.52
Comments and Recommendation for Development Purposes : <i>Training & Seminars</i>						
Discussed with		Date :	Assessed by:	Date	Final Ranking by:	Date
 LOLITA S.J. CRUZ Employee		Feb. 20, 2023	I certify that I discussed my assessment of the performance with the employee  MARIA CLARISSA G. OGHMER Immediate Supervisor		ENGR. ROBERTO S. SE Head Division	

Legend
 Rating 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average
 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding