INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MERCEDITA E. GUTIERREZ of Registration Section, Operation 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 to December 2022.

MERCEDITA E. GUTIERREZ

EMPLOYEE

Date:		Approved by :					Date	
Febru	ary 28, 2023	DANILO ENCELA	-1			3	120123	
OUTPUT	SUCCESS FACTOR	Immediate Supervisor ACTUAL ACCOMPLISHMENT						
	(Target + Measure)	ACTUAL ACCOMPLISHMENT	5 - Outstanding 4 - Very Satisfactor 2 - Unsatisfact 1 - Poor			tisfacto tory	actory y	
			Q	Ratin	T T	Α	Remarks	
STRATEGIC PRIORITY								
Office Order No. 2022-270 member of the Vintage Vehicle Registration Act Technical Working Group	Evaluates and formulates appropriate policies in accordance to the existing laws, rules and regulations for vintage vehicles.	Evaluated and formulated appropriate policies in accordance to the existing laws, rules and regulations for vintage vehicles.	5	5	4	4.6		
Office Order JMT-2023-037 Assistant Team Leader of the Sub-Committee Registration Team on Zero Backlog	Evaluates all possible and existing factors that affects backlogs in registration issuances and processes.	Evaluated all possible and existing factors that affects backlogs in registration issuances and processes.	4	5	4	4.3		
CORE FUNCTION								
Approves renewal of Tax Exempt MV's, used imported, rebuilt and used components	Evaluates and approves applications for MV Registration of Tax exempt motor vehicles; Underbond; Under Written commitment, Sec 105, TCCP program and under EO 156.	Evaluated and approved applications for MV Registration of Tax exempt motor vehicles; Underbond; Under Written commitment, Sec 105, TCCP program and under EO 156.	5	5	4	4.6		
			Q	E	T	A	Remark	

certification/verification required relative to the Subpoena Duces required relative to the Subpoena Duces required relative to the Subpoena Duces service of the certification/verification required relative to the Subpoena Duces service of the certification required relative to the Subpoena Duces service of the certification required relative to the Subpoena Duces service of the certification required relative to the Subpoena Duces service of the certification required relative to the Subpoena Duces service of the certification required relative to the Subpoena Duces service of the certification required required required required required relative to the Subpoena Duces		Evaluates and recommends the approval of request for systems update for deletion of motor vehicle details in MAIDRS Facility with no Error based on the accuracy and completeness of the documentary requirements.	Evaluated and recommended the approval of request for systems update for deletion of motor vehicle details in MAIDRS Facility with no Error based on the accuracy and completeness of the documentary requirements.	5	5	4	4.6		
tends court hearings & epare to prepare for the certification/verification retibination of the Subpoena Duces Tecum. STAFF SUPERVISION STAFF SUPERVISION STAFF SUPERVISION STAFF SUPERVISION Communicates in a clear, concise manner, discusses program, policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts if any, supervision based on planned schedules and deadlines; coaching/resolution of conflicts done Conducted research, interviews in order to prepare for the certification/verification required relative to the Subpoena Duces STAFF SUPERVISION Communicated in a clear, concise manner, discusses program, policies and issues to staff. Enforced policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts if any, supervision based on planned schedules and deadlines; coaching/resolution of conflicts done within a day for minor issues.	Communications	Communication Drafts letter, endorsements, briefing memoranda, Office Orders and Circulars etc., following the prescribed format, 1-2 revision submitted within	memoranda, Office Orders and Circulars etc., following the prescribed format 1-2						
tends court hearings & epare for the certification/verification required relative to the Subpoena Duces Tecum. STAFF SUPERVISION Communicates in a clear, concise manner, discusses program, policies and issues to staff. Enforced policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts if any, supervision based on planned schedules and deadlines; coaching/resolution of conflicts done Conducted research, interviews in order to prepare for the certification/verification required relative to the Subpoena Duces Tecum. STAFF SUPERVISION Communicated in a clear, concise manner, discusses program, policies and issues to staff. Enforced policies and issues to staff. Enforced policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts if any, supervision based on planned schedules and deadlines; coaching/resolution of conflicts done within a day for minor issues.		(Conducto recession)		1.50/			-	_	1
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	PERVISION	Communicates in a clear, concise manner, discusses program, policies and issues to staff. Enforced policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance, give clear objective feedback, coach/motivate for improved performance, and discuss learnings/development options, objective resolve conflicts if any, supervision based on planned schedules and deadlines; coaching/resolution of conflicts done	clear, concise manner, discusses program, policies and issues to staff. Enforced policies and procedures consistently delegate activities manage staff performance/productivity in alignment with the Division's plan and programs through team approach, monitor staff performance give clear objective feedback, coach/motivate for improved performance and discuss learnings/development option objective resolve conflicts if any, supervisi based on planned schedules and deadline coaching/resolution of conflicts done within	s, on es;	4	4	4	4.00	

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Duh	2/28/2023	DANILO V. EN Chief. Operation	
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	on for Development Purposes :		
djectival Rating			ery Satisfactory
inal Average Rating		44	48 41 43.30 4.8 4.1 4.33
ssigned by the ASSEC or otal Over-all Rating	Suiside ETO	outside E10	5 5 4.60
erform other tasks as may be	Attend/represent meetings & program	s Attended /represented meetings & programs	E T A Remarks
Member of the Execom & American Meeting	Attends Execom & Mancom Meeting	Attended Execom & Mancom Meeting	E T A Remarks 4 4 4.00
f	Receive all other reports amanating from ROOC.	Received all other reports amanating from ROOC.	
c F	offices including events National or Regional significance.	including events National or Regional significance.	4 4.30
	Coordinate reports of the	Reported daily traffic & vehicle crashes. Coordinated reports of daily activities of the LTO Central Offices & Regional offices.	
	Reports daily traffic & vehicle crashes.	Monitored & conducted investigation on oad crashes.	T
Operation Center Head Created by LTO Management	To monitor & conduct investigation on	Monitored 8	