

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Teodoro P. Javier of the Computer Section/Management Information Division commit to deliver and agree to be rated July to December 2022 on the attainment of the following targets in accordance with the indicated measures for the period of _____

TEODORO J. JAVIER
Administrative Assistant VI

Reviewed by:	Date	Approved by:	Date				
CLAUDIO B. BONSOL JR. Immediate Supervisor	2/23/2023	CLAUDIO B. BONSOL JR. Head of Office	2/23/2023				
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings				REMARKS
			Q	E	T	A	
OUTPUT 1			Ratings				Remarks
Evaluation and approval of RSUs on Customer Details & Customer ID.	Evaluation and approved of RSUs is based on MC No. AVT-2015-1981 & MC No. AVT-2015-1987, with complete documentary requirements, no error. Within 4 working hours upon receipt	Evaluated and approved of RSUs is based on MC No. AVT-2015-1981 & MC No. AVT-2015-1987, with complete documentary requirements, no error. Within 3 hours upon receipt	4	4	4	4	
OUTPUT 2			Ratings				Remarks
Implementation RSUs on Customer Details/Revert.	RSUs implementation is based on MC No. AVT-2015-1981 & MC No. AVT-2015-1987, without error; Within 8 working hours upon receipt	RSUs implementation is based on MC No. AVT-2015-1981 & MC No. AVT-2015-1987, discrepancy; Within 2 hours upon receipt	4	4	4	4	

OUTPUT 3		Request of Audit Trail Reports are evaluated, printed and endorsed to the requesting party based on Memorandum dated 28 Oct. 2009 or endorse to StradCom Corp., if necessary;		Request of Audit Trail Reports are evaluated, printed and endorsed to the requesting party based on Memorandum dated 28 Oct. 2009 or endorsed to StradCom Corp., if necessary;		Ratings				Remarks
Processing and endorsement of Audit Trail Reports from various sources.		Within 8 working hours upon receipt		Within 5 hours upon receipt		5	4	4	4.333333	
OUTPUT 4						Ratings				Remarks
Final Average Rating						4.11				
Adjectival Rating						Very Satisfactory				
Comments and Recommendation for Development Purposes										
Discussed with:		Date		Assesed by:		Date		Final Ranking by:		Date
TEODORO P. XAVIER Employee		February 23, 2023		CLAUDIO B. BONSOL JR. Immediate Supervisor		2/23/2023		CLAUDIO B. BONSOL JR. Head Office		2/23/2023

Legend : (1) QUALITY

(1) Poor

(2) EFFICIENCY (3) TIMELESS (4) AVERAGE

(2) UNSATISFACTORY (3) SATISFACTORY (4) VERY SATISFACTORY (5) OUTSTANDING

TIMELESS