

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 **January 1, 2022 to June 30, 2022**

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

Reviewed by : <i>[Signature]</i>	Date :	Approved by : <i>[Signature]</i>	Date :
Engr. EDUARDO C. DE VILLA OIC, Gen. Services Section		ENGR. ROBERTO S. SE Chief, Administrative Division	

OUTPUTS	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATINGS				Remarks
			5 - Outstanding	4 - Very Satisfactory	3 - Satisfactory	2 - Unsatisfactory	1 - Poor
OUTPUT 1			Q	E	T	A	
RECEIVING & DOCKETING	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% efficiency	Received documents for transmittals/deliveries /submission to other Division, Section, Offices at LTO Central Office & other Regional Offices/Private entities & other Government Agencies with 90% efficiency	5	5	4	4.667	
OUTPUT 2			Q	E	T	A	
REPRODUCTION OF DOCUMENTS	Photo copy pertinent document for proper dissemination or mailing to various LTO Offices. Private Entities and othe Government Agencies with 95% efficiency	Photo copied pertinent document for proper dessimination or mailing to various LTO Offices. Private Enties and othe Government Agencies with 98% efficiency	4	5	5	4.667	
	Mimeograph pertinent documents as requested by various LTO offices within the Central Office, with 90% efficiency	Mimeographed pertinent documents as requested by various LTO offices within the Central Office, with 90% efficiency	4	4	5	4.333	
OUTPUT 3			Q	E	T	A	
NEWSPAPER CLIPPINGS	Cut out Newspaper Clippings Re: LTO Management & News in relation to tranportation issues & concern, with 95% completeness	Cut out Newspaper Clippings Re: LTO Management and News in relation to tranportation issues & concern, with 98% completeness	4	5	4	4.333	
TOTAL OVER-ALL RATINGS			17	19	18	4.5	Remarks
FINAL AVERAGE RATING			4.25	4.75	4.50	4.5	
ADJECTIVAL RATINGS			Very Satisfactory				

Comments & Recommendation for Development Purposes :

Discussed with :	Date	Assessed by :	Date :	Final Ranking by :	Date :
<i>Jaime R. Dolatre</i> JAIME R. DOLATRE Employee	02-22-2022	<i>[Signature]</i> Engr. EDUARDO C. DE VILLA OIC, GENERAL SERVICES SECTION		<i>[Signature]</i> Engr. ROBERTO S. SE Chief, Administrative Division	

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