



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

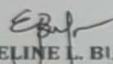
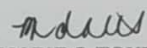
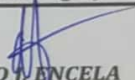
I, **EVANGELINE L. BUSTO** of the **Planning Staff, Office of the Assistant Secretary**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY-JULY, 2022**


EVANGELINE L. BUSTO
 Employee

Reviewed by :		Date	Approved by :		Date
 PRECIOUS MARIE C. TONDARES		II/19/2022	 DANILLO ENCELA		
Immediate Supervisor			Chief, Operation's Division		
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Ratings		
			Q	E	T A
OUTPUT 1					
MFO 1 Statistical Estimation/ Projection	2 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions should be accurate, unbiased and consistent and based on planned schedules and set deadlines/instructions.	3 MIS transactions wherein statistical estimates/projections/targets were calculated according to standards. The statistical estimates for the MIS transactions should be accurate, unbiased and consistent and based on planned schedules and set deadlines/instructions.	4		5 4.5
			Ratings		
			Q	E	T A
OUTPUT 2					
MFO 1 Statistical Services MIS Reports Monitoring	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies. If any, of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports must be notified via memorandum or telephone call within 2 days.	16 LTO Regional/District Offices who were monitored as to the completeness & timeliness of MIS Reports submission. A Journal of the date of submission, completeness & deficiencies. If any, of submitted MIS reports must be properly recorded & appropriate action be undertaken. Regional/LTO Offices who have deficiencies in the submitted MIS reports were notified via memorandum or telephone call within the day	3		5 4

OUTPUT 3				Ratings				Remarks
				Q	E	T	A	
MFO 1 Statistical Services Assistance/Address of researcher's need for statistical data & other output of the office	25 no. of researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researcher's need must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival.	61 no. of researchers who were assisted & whose need for LTO statistical data/ other outputs of the Office has been attended well. The researcher's need must addressed in a courteous & responsive manner. A good public relationship should be established wherein a feedback mechanism should be available. Researchers must be attended to within 2 minutes upon arrival.		5		5	5	
Final Average Rating							4.5	

Comments and Recommendation for Development Purposes :

Discussed with :	Date : February 13, 2022	Assessed by:	Date	Final Ranking by:	Date
 EVANGELINE L. BUSTO Employee		 PRECIOUS MARIE C. TONDARES Immediate Supervisor	II/19/2022	 DANILO J. ENCELA Chief, Operations Division	

Legend
Rating

1- Quality
1- Poor

2-Efficiency
2-Unsatisfactory

3-Timeliness
3-Satisfactory

4-Average
4-Very Satisfactory

5-Outstanding