

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

TARGET FOR THE YEAR 2023

MA. PERPETUA FELICIDAD R. UBALDO

oMID - Records Section

, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period

JULY 2023 TO DECEMBER 2023

MA. PERPETUA FELICIDAD R. UBALDO

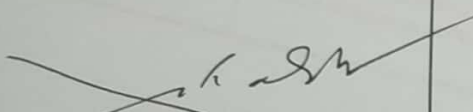

Ratee

Date:

Reviewed by:		Date	Approved by:		Date		
CLAUDIO B. BONSOLO JR			GIOVANNI Z. LOPEZ				
Acting Chief, Management Information Division			EXECUTIVE DIRECTOR				
MAJOR FINAL OUTPUT		SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING		REMARKS	
STRATEGIC PRIORITY				Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>
Staff Supervision		Communicates in a clear, concise manner; discusses the policies, programs and issues intelligently and comprehensively to the staff; Enforces policies and procedures consistently; Monitors staff work performance, and coaches/motivates for improved performances and reinforced strengths; Deligates activities to qualified staff; Manages staff performance/productivity in alignment with the Division plans and programs and consistent with the Department's mission/goals using team approach; Identifies performance gaps and discusses learning and development options with the staff; Continuosly gives clear and objective performance feedback and reinforcement; Handles workplace relationship and objectively resolves conflicts, if any; based on planned schedules and deadlines.	Communicates in a clear, concise manner; discusses the policies, programs and issues intelligently and comprehensively to the staff; Enforces policies and procedures consistently; Monitors staff work performance, and coaches/motivates for improved performances and reinforced strengths; Deligates activities to qualified staff; Manages staff performance/productivity in alignment with the Division plans and programs and consistent with the Department's mission/goals using team approach; Identifies performance gaps and discusses learning and development options with the staff; Continuosly gives clear and objective performance feedback and reinforcement; Handles workplace relationship and objectively resolves conflicts, if any; based on planned schedules and deadlines. Accomplished within planned schedules and deadlines.				
		Standards: Based on planned schedules and deadlines. For coaching and/or resolution of conflicts, however, the action should be at least 1 hour after knowledge of the existence of issues or conflicts.	Accomplished within planned schedules and deadlines. Non-conflicting issues or conflicts experienced.				

OUTPUT: Project	LTO- Prepares the bidding documents for posting; Conducts of pre-procurement and pre-bid conferences; Determine the eligibility of the bids; Undertake post-qualification of the winning bidder; Summarize other related reports for submission to the BAC; Perform such other related functions as may be necessary;  Standard: Based on the planned schedules and deadlines	Prepares the bidding documents for posting; Conducts of pre-procurement and pre-bid conferences; Determine the eligibility of the bids; Undertake post-qualification of the winning bidder; Summarize other related reports for submission to the BAC; Perform such other related functions as may be necessary;  Standard: Based on the planned schedules and deadlines					
Attendance of Various Committee meetings	Must have attend the meeting and actively provided inputs As scheduled	Attend the meeting and actively provided inputs As scheduled					
<b>SUPPORT FUNCTION</b>							
Performs other tasks that may be assigned by the Chief of MID	Performs other tasks that may be assigned by the Chief of MID Standard: Within 4 working hours upon receipt	Performs other tasks that may be assigned by the Chief of MID Standard: Within 3 working hours upon receipt					
Final Average Rating							

Comments and Recommendation for Development Purposes

Discussed With	Date	Assessed by	Date	Final Ranking By	Date
 <b>MA. PERPETUA FELICIDAD R. UBALDO</b> ADMIN ASSISTANT V		I certify that I discussed my assessment of the performance with the employee   <b>CLAUDIO B. BONSOL JR</b> ACTING CHIEF MID		<b>GIOVANNI Z. LOPEZ</b> EXECUTIVE DIRECTOR	

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Rating:

1 - Poor

2 - Unsatisfactory

3 - Satisfactory

4 - Very Satisfactory

5 - Outstanding

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TARGET FOR THE YEAR 2023

MA. PERPETUA FELICIDAD R. UBALDO

MID - Records Section

, 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 2023 TO JUNE 2023

MA. PERPETUA FELICIDAD R. UBALDO

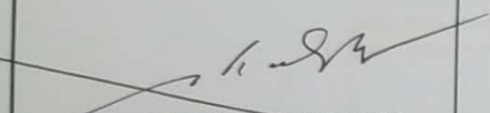

Ratee

Date: \_\_\_\_\_

Reviewed by:		Date	Approved by:		Date		
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MAJOR FINAL OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q <sup>1</sup>	E <sup>2</sup>	T	A <sup>4</sup>	
as STAFF OUTPUT: IT Project	LTO- Prepares the bidding documents for posting; Conducts of pre-procurement and pre-bid conferences; Determine the eligibility of the bids; Undertake post-qualification of the winning bidder; Summarize other related reports for submission to the BAC; Perform such other related functions as may be necessary;  Standard: Based on the planned schedules and deadlines	Prepares the bidding documents for posting; Conducts of pre-procurement and pre-bid conferences; Determine the eligibility of the bids; Undertake post-qualification of the winning bidder; Summarize other related reports for submission to the BAC; Perform such other related functions as may be necessary;  Standard: Based on the planned schedules and deadlines					
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