
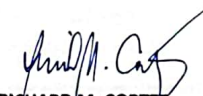



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)								
I, ADOLFO MICHAEL L. ESTRADA , of the <u>License Section-Operations Division</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of <u>July to December 2022</u>					ADOLFO MICHAEL L. ESTRADA Sr. TDO			
Reviewed by:		Date	Approved by:		Date			
RICHARD M. CORTEZ Immediate Supervisor		February 23, 2023	DANILO ENCELA Chief, Operations Division		2-28-23			
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT		5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor				
				Ratings				
STRATEGIC PRIORITY				Q	E	T	A	Remarks
OUTPUT 1								
Evaluation of Driver's License Application	*Receives and evaluates application for Driver's License and Student Permit Quality: 100 % complete attached documents 100 % accurate as to licensing rules & regulations to evaluate within (2-3) minutes	* Evaluated driver's license applications and Students Permits Quality: 100 % complete attached documents 100 % accurate as to licensing rules & regulations actual quantity is <u>12,232</u>		S	S	4	4.67	
OUTPUT 2				Q	E	T	A	Remarks
Processing of Driver's License Application	<u>Supervision In Driver's License Process</u> *Reviews & approves driver's license applications Quality: 100 % accurate as to licensing rules & regulations To approve within (5-9) mins/transaction	*Reviewed & approved driver's license applications Quality: 100 % accurate as to licensing rules & regulations Approved within (5-9) mins/transaction		S	S	5	5.00	

			Ratings				Remarks
			Q	E	T	A	
OUTPUT 3							
Processing of Driver's License Certifications	<u>Supervision In the Issuance of Driver's License Certifications</u> * Reviews and Approves driver's license certifications Quality: - 100 % correctness of DL details on certification forms - 100 % increase on level of accuracy - schedule in accord to established time-table	* Reviewed and Approved driver's license certifications Quality: - 100 % correctness of DL details on certification forms - 100 % increased on level of accuracy - scheduled in accord to established time-table - actual quantity is 10,070	S	5	5	5.00	
OUTPUT 4							
CONFIRMATION OF DRIVER'S LICENSE RECORDS	*Implements verification of driver's records through E-mail for automatic conversion of Phil. Driver's License to Spain Driver's License as per Memorandum of Agreement Quality: 100 % accurate in confirmation of DL information details in the system, license rules and regulation and no record discrepancy	*Implements verification of driver's records through E-mail for automatic conversion of Phil. Driver's License to Spain Driver's License as per Memorandum of Agreement Quality: 100 % accurate in confirmation of DL information details in the system, license rules and regulation and no record discrepancy actual quantity is <u>560</u>	S	5	4	4.67	
OUTPUT 5							
REPRESENTATION OF LICENSE SECTION - OPERATION DIVISION IN COURT HEARING	*Review driver's license records and the attached documentations Quality: 100% accurate driver's license information details no system error records reviewed at least (2) weeks before the schedules hearing	*Reviewed driver's license record and attached documentation Quality: 100% accurate driver's license information details no system error records reviewed at least (2) weeks before the schedules hearing actual quantity is <u>1</u>	S	5	4	4.67	
Total Over-all Rating			25	25	22	24.00	
Final Average Rating			S	5	4.4	4.80	
Adjectival Rating			Very Satisfactory				
Discussed with :	Date :		Final Ranking by:				Date
 ADOLFO MICHAEL L. ESTRADA SR. TDO Employee	2/23/2023	 RICHARD M. CORTEZ Chief, License Section Head of Section	 DANILO ENCELA Chief, Operations Division Head of Agency	2-28-23			
Legend : (1) QUANTITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE							