

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Analiza A. Buhian, of the Technical Evaluation Section, Division of Operation 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 to December 2022.

Analiza A. Buhian
ANALIZA A. BUHIAN
Ratee

Date:

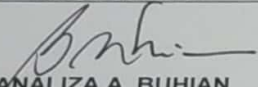


2-27-23

Reviewed by:	Date:	Aproved by:	Date
<i>Ismael L. Luoang</i> ISMAEL L. LUOANG Immediate Supervisor	2-27-23	<i>Daniilo J. Encela</i> DANILO J. ENCELA Head of Division	2-28-23

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Core Function:							
Output 1	100 % Accuracy Receives and validates the completeness of documents for Conduction Sticker ,Special Permit to Travel, and Motor Vehicle Classification	97 % Receives and validates the completeness of documents for Conduction Sticker ,Special Permit to Travel, and Motor Vehicle Classification	5	5	4	4.67	
Output 2	100 % Accuracy encodes and sorting incoming and outgoing documents for Operation Division and technical Evaluation Section	97 % Encodes and sorting incoming and outgoing documents for Operation Division and technical Evaluation Section	5	5	4	4.67	
Output 3	100 % Handled proper distribution of Outgoing document to different division	97 % Handled distribution of outgoing documents to different division	5	5	4	4.67	

Support Function:							
Output 1	100% Maintain all updated the files at records/ Storage Room	97 % Maintain all updated the files at records/ Storage Room	5	5	4	4.67	
Output 2	100 % Assist in the preparation of the meeting conducted by Operation Division	97 % Assist in the preparation of the meeting conducted by Operation Division	5	5	4	4.67	
Output 3	100 % Answering Incoming Calls	97 % Answering Incoming Calls	5	5	4	4.67	
Final Average Rating			30	30	24	28.00	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 ANALIZA A. BUHIAN Employee	2-27-23	I certify that I discussed my assessment of the  ISMAEL L. LUANG Immediate Supervisor	2-27-23	 DANILO W. ENCELA Head of Division	2-28-23

Legend
Rating

Q - Quality
1 - Poor

E - Efficiency
2 - Unsatisfactory

T - Timeliness
3 - Satisfactory

A - Average
4 - Very Satisfactory

5 - Outstanding