

**National Logistics Administration**  
Strategic Performance Management System (SPMS)  
Individual Performance Commitment and Review (IPCR)

I, **MARC BRYAN O. DUZON**, Administrative Services Aide of Administrative Unit under the Administrative and Finance 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 TO JUNE, 2019**.

**MARC BRYAN O. DUZON**  
Ratee

January 22, 2019  
Date

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**ENGR. GAUDENCIO M. DE VERA**  
Division Manager A, Pangasinan DMO

**ENGR. VILNIE R. YAMUDO, Ph. D.**  
Regional Manager

MTC/PAF ST IC PR Y/THEMES	01	SUCCESS INDICATOR (1.00000 + 0.00000)	ACTUAL ACCOMPLISHMENTS	RATING					REMARKS	
				02	03	04	05	06		
CORE FUNCTIONS (70%)										
Preparation of Reports		Encode and prepare all Reports required by the Central Office, Regional Office and other Division/Office/Unit within the period of commitment	Encoded 15 Reports for Regional Office, 6 PS Reports and 7 other reports requested by other offices/units.	4.69	4.69	4.71	4.70			
Receiving, Releasing and Filing of documents		Receive, Release and file services in 201 files and all other official documents of PIMO within the commitment period	Received all incoming documents, released outgoing documents to other offices, and filed necessary documents to Individual 201 and other folders of PIMO administrative	4.65	4.65	4.66	4.66			
Assessment of Daily Time Records		Print, consolidate and assess all DTRs of PIMO employees within the commitment period.	Printed 1826 over 1992 DTRs of Employees twice a month for 6 months.	4.70	4.65	4.65	4.67			
Preparation of Appointments		Prepare all renewable appointments of Job Order/Casual and required attachments for appointment	Prepared 47 Appointments of Casual employees with corresponding attachments and 182 Appointments of Job Order with corresponding needed attachments	4.68	4.65	4.63	4.65			
Monitoring of Flag Raising Ceremony attendance		Monitor Flag Raising Ceremony attendance for every Monday of the month	Listed attendees of Flag Raising Ceremony every Monday of the month.	4.20	4.20	4.25	4.22		3.205	
REPORT FUNCTIONS (30%)										
Information gathering and dissemination		Assist in routing/dissemination of various documents to concerned offices	Routed documents to other offices and via fax machine and email for field offices or Pangasinan DMO.	4.30	4.20	4.20	4.23			
		Do liaison works assigned from time to time.	Performed other tasks assigned	4.30	4.20	4.30	4.27	4.48	Very Satisfactory	
FINAL AVERAGE RATING										

Discussed with: \_\_\_\_\_ Date: \_\_\_\_\_

Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Actual Rating by: \_\_\_\_\_ Date: \_\_\_\_\_

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

**MARC BRYAN O. DUZON**  
Administrative Services Aide

**ENGR. GAUDENCIO M. DE VERA**  
Division Manager A, Pangasinan DMO

**ENGR. VILNIE R. YAMUDO, Ph. D.**  
Regional Manager

Legend:

G<sup>1</sup> - Quality  
E<sup>2</sup> - Efficiency  
T<sup>3</sup> - Timeliness  
A<sup>4</sup> - Average

Rating Scale:

Numerical  
5.00  
4.00 - 4.99  
3.00 - 3.99  
2.00 - 2.99  
1.00 - 1.99

Adjectival  
- Outstanding (O) - target exceeded by 30%  
- Very Satisfactory (VS) - target exceeded by 15% to 29%  
- Satisfactory (S) - met 100% to 144% target  
- Unsatisfactory (US) - only met 51% to 99% target  
- Poor (P) - failed to deliver most target by 50% and below

**CERTIFIED PHOTOGRAPH**  
**PIMO-ADMINISTRATIVE UNIT**