

Office of the Municipal Vice Mayor

Individual Performance Commitment and Review (IPCR)

I, **Arries B. Cano, ADM. AIDE. I**, from **Office of the Municipal Vice Mayor** department, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **September** to **November 2025**.

Arries B. Cano
ADM. AIDE. I

Date:

Approved By:

Recto, Jr. D. Kampitan
Office of the Municipal Vice Mayor

HON. DWIGHT C. KAMPITAN, MD
Mayor of Victoria

Major Final Output	Success Indicators (Targets + Measures)	Actual Accomplishments/ Expenses	Rating				Remarks
			Quality	Efficiency	Time	Average	
CORE FUNCTION: Core							
Messengerial & Document Handling	20 deliveries/week Internal documents delivered	18/week avg.	4.0	4.0	3.0	3.66	
Frontline & Reception Support	90% of calls in <3 rings Phone calls answered promptly	85% call promptness	2.0	3.0	3.0	2.66	
SUPPORT FUNCTION: Support							
Community Engagement Support	3 activities Assistance in VP-led outreach activities (e.g., packing goods)	2 activities assisted	4.0	4.0	3.0	3.66	
Average Rating	Category	MFO	Rating				
	Strategic Priority						
	Core Function	2	3.17				
	Support Function	1	3.67				
	Total Overall Rating		3.22				
	Final Average Rating		3.21				
	Adjectival Rating		Fair				

Assessed by:	Date	Final Rating By:	Date
<div>Guillian Olive B. Neredo</div> <div>Aldwin D. AloquinLorna P. Pahutan</div> <div>Fe C. Reyes</div> <div>Ma. Rowena R. GutierrezLloyd Morgan O. Perlez</div> <div>Performance Management Team</div>		<div></div> <div>HON. DWIGHT C. KAMPITAN, MD</div> <div>Head of Office</div>	