

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
Guillian Olive B. Neredo			
Aldwin D. Aloquin		Lorna P. Pahutan	
Fe C. Reyes			
Ma. Rowena R. Gutierrez		Lloyd Morgan O. Perlez	
Performance Management Team		HON. DWIGHT C. KAMPITAN, MD	
		Head of Office	