

**Office of the Municipal Mayor**  
**Individual Performance Commitment and Review (IPCR)**

I, Arries B. Cano, ADM. AIDE. I, from Office of the Municipal 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 June to January 2026.

Arries B. Cano  
ADM. AIDE. I

Date:

Approved By:

**Dwight C. Kampitan**

Office of the Municipal Mayor

**HON. DWIGHT C. KAMPITAN, MD**

Mayor of Victoria

| Major Final Output                         | Success Indicators<br>(Targets + Measures)   | Actual Accomplishments/<br>Expenses  | Rating  |            |      |             | Remarks |
|--|--|--|---------|------------|------|-------------|---------|
|  |  |  | Quality | Efficiency | Time | Average     |         |
| <b>CORE FUNCTION: Core</b>                 |  |  |         |            |      |             |         |
| General Administrative Support             | 100% of documents, letters, and communications received are properly logged and routed within the day. | All documents received and transmitted promptly. Maintained logbook updated daily. | 3.0     | 4.0        | 4.0  | <b>3.66</b> |         |
| Records Management                         | 100% of documents properly filed and labeled.  | Maintained complete filing system; no missing files reported.                      | 5.0     | 4.0        | 3.0  | <b>4.0</b>  |         |
| Frontline Services                         | 95% client satisfaction based on feedback forms.   | Assisted 98% of clients within 10 minutes; received commendations from supervisor. | 5.0     | 5.0        | 5.0  | <b>5.0</b>  |         |
| Communication and Correspondence           | All outgoing communications checked and endorsed within the same working day.                          | Drafted and forwarded memos accurately and on time.                                | 5.0     | 4.0        | 5.0  | <b>4.66</b> |         |
| <b>SUPPORT FUNCTION: Support</b>           |  |  |         |            |      |             |         |
| Office Maintenance and Supplies Management | 100% of office areas kept clean and orderly.   | Maintained cleanliness daily; prepared supply requests weekly.                     | 3.0     | 4.0        | 4.0  | <b>3.66</b> |         |
| Attendance and Punctuality                 | 100% attendance; no unexcused absences or tardiness.   | Perfect attendance; participated in all flag ceremonies and events.                | 5.0     | 5.0        | 5.0  | <b>5.0</b>  |         |

| Major Final Output                            | Success Indicators<br>(Targets + Measures)                                       | Actual Accomplishments/<br>Expenses  | Rating       |            |      |         | Remarks |  |
|---|--|--|--------------|------------|------|---------|---------|--|
|   |  |  | Quality      | Efficiency | Time | Average |         |  |
| Teamwork and Cooperation                      | Active cooperation and collaboration in all office activities.                   | Worked effectively with office staff; commended for cooperation and positive attitude. | 4.0          | 5.0        | 5.0  | 4.66    |         |  |
| Participation in Capacity Building / Training | Attendance to at least one (1) training or orientation during the rating period. | Attended one-day seminar on Records and Communication Management.                      | 5.0          | 5.0        | 4.0  | 4.66    |         |  |
| Average Rating                                | Category   | MFO  | Rating       |            |      |         |         |  |
|   | Strategic Priority   |  |              |            |      |         |         |  |
|   | Core Function  | 4  | 4.33         |            |      |         |         |  |
|   | Support Function   | 4  | 4.50         |            |      |         |         |  |
|   | Total Overall Rating   |  | 4.35         |            |      |         |         |  |
|   | Final Average Rating   |  | 4.35         |            |      |         |         |  |
|   | Adjectival Rating  |  | Satisfactory |            |      |         |         |  |

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