

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 (Targets + Measures)	Actual Accomplishments/ Expenses	Rating				Remarks
			Quality	Efficiency	Time	Average	
CORE FUNCTION: Core							
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	3.66	
Records Management	100% of documents properly filed and labeled.	Maintained complete filing system; no missing files reported.	5.0	4.0	3.0	4.0	
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	5.0	
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	4.66	
SUPPORT FUNCTION: Support							
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	3.66	
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	5.0	

Major Final Output	Success Indicators (Targets + Measures)	Actual Accomplishments/ 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				

<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>	
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