


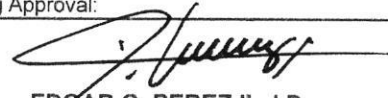

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ORLAN M. ITCHON**, Administrative Assistant V of the Management and Operations Division (MOD), Office of the Secretary to the Sangguniang Panlalawigan, this province commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period from **January to June, 2024**.





ORLAN M. ITCHON

Administrative Assistant V

December 28, 2023

			RATING SCALE: 4.40 - 5.00 (Outstanding) 3.60 - 4.39 (Very Satisfactory) 2.80 - 3.59 (Satisfactory) 1.90 - 2.79 (Unsatisfactory) 1.00 - 1.89 (Poor)					
Reviewed by:	Date	Recommending Approval:	Date	Approved by:			Date	
 ALMIRA S. GOSTOTOS Administrative Officer V	Jan. 3, 2024	 EDGAR G. PEREZ II, J.D. Secretary to the SP	Jan. 5, 2024	 MANUEL C. ALAMEDA, SR. Provincial Vice Governor			Jan. 8, 2024	
PAP/Output	Success Indicator (Target + Measure)		Actual Accomplishments	Rating				Remarks
				Q¹	E²	T³	A⁴	
CORE FUNCTION								
1. CONSTRUCTION, REPAIR AND MAINTENANCE SERVICES								
a. Paperless System	100% of Paperless Server prepared/updated and clients served at 95% reliability 2 hours before the conduct of Committee Meeting/Regular/Special Session of the Sangguniang Panlalawigan		1 Paperless Server prepared and clients served at 98% reliability 1 day before the conduct of Regular/Special Session of the Sangguniang Panlalawigan Members	5	5	5	5.00	
2. ELECTRONICS, COMMUNICATION AND INFORMATION TECHNOLOGY SERVICES								
. Uploading of Committee Agenda	100% or 115 Committee Agenda uploaded in the Paperless Online Server (Website) at 95% reliability within 4 days before the Committee Meeting		452% or 520 Committee Agenda uploaded in the Paperless Server (Local Network) at 98% reliability within 5 days before the Committee Meeting	5	5	5	5.00	
b. Uploading of Order of Business	100% or 24 Order of Business uploaded in the Paperless Online Server (Website) at 95% reliability within 5 days before the Regular Session		25 Order of Business uploaded in the Paperless Online Server (Website) at 98% reliability within 4 days before the Regular Session	5	5	4	4.67	
c. Wide-Screen Presentation of Order of Business and Committee Agenda	100% or 50 documents checked and verified the link attached in the Order of Business uploaded in the Paperless System 1 hour before the Regular Session and Committee Meeting and projected the same on the wide screen		130% or 65 documents checked and verified the link attached in the Order of Business uploaded in the Paperless System with 98% reliability 4 days before the Regular Session and Committee Meeting and projected the same on the wide screen	5	5	5	5.00	
d. Electronic Mail (Yahoo-Mail)	100% or 25 Resolutions/Ordinances E-mail sent to Local Government Units/Sangguniang Panlalawigan Members 5 minutes after receipt		140% or 35 Resolutions/Ordinances E-mail sent to Local Government Units/Sangguniang Panlalawigan Members 5 minutes after receipt	5	5	4	4.67	
	100% or 50 documents downloaded from Office Yahoo Mail and forwarded to Receiving Section right after printing		88% or 44 documents downloaded from Office Yahoo Mail and forwarded to Receiving Section right after printing	4	5	4	4.33	

PAP/Output	Success Indicator (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
2. SUPPLY AND PROPERTY MANAGEMENT							
a. Amendatory of Project Procurement Management Plan (APPMP)	One approved APPMP including all items/supplies/materials needed by the Office prepared with 95% reliability and submitted to the PGSO 2 days after the approval of the Secretary to the SP	2 approved APPMP including all items/supplies/materials needed by the Office prepared with 98% reliability and submitted to the PGSO 1 day after the approval of the Secretary to the SP	5	5	5	5.00	
b. Revised Project Procurement Management Plan (RPPMP)	One approved RPPMP including all items/supplies/materials needed by the Office prepared with 95% reliability and submitted to the PGSO 2 days after the approval of the Secretary to the SP	1 approved RPPMP including all items/supplies/materials needed by the Office prepared with 98% reliability and submitted to the PGSO 2 days after the approval of the Secretary to the SP	5	5	4	4.67	
c. Supplementary Project Procurement Management Plan (SPPMP)	100% or 1 approved Supplementary Project Procurement Management Plans (SPPMPs) prepared with 95% reliability within 1 hour after unlisted supply/item in the PPMP is found out or as the need arises	1 SPPMP prepared with 98% reliability within 1 hour after unlisted supply/item in the PPMP is found out or as the need arises	5	5	4	4.67	
d. Purchase Request	100% or 8 Purchase Requests (PRs) prepared at 95% reliability within 1 hour and submitted per schedule and/or as the need arises	512% or 41 Purchase Requests (PRs) prepared at 98% reliability within 1 hour from request and submit same to the Division Chief for countersignature	5	5	4	4.67	
3. FINANCIAL SERVICES							
a. Financial Claims	100% or 4 Payrolls prepared with 95% reliability within 1 hour from request/receipt/verified and forwarded to the Assistant Secretary to the SP	500% or 20 Payrolls prepared with 98% reliability within 30 minutes from request/receipt/verified and forwarded to the Assistant Secretary to the SP	5	5	5	5.00	
			TOTAL FOR CORE FUNCTIONS				4.79
			Multiplied by 80%				3.83
SUPPORT FUNCTION							
1. PERSONNEL MANAGEMENT / ADMINISTRATION							
a. Individual Performance Commitment and Review (IPCR) Forms	One (1) approved IPCR with 95% reliability submitted to HRMO for review, assessment and monitoring purposes at the end of the rating period	One (1) IPCR prepared with 98% reliability submitted to HRMO for review, assessment and monitoring purposes 15 days before end of the rating period	5	5	5	5.00	
b. Performance Assessment/Evaluation and Ratings	One (1) approved Performance Assessment/Evaluation and Ratings done correctly based solely on records of accomplishments at the end of the rating period	One (1) Performance Assessment/Evaluation and Rating done correctly based solely on records of accomplishments 2 days after end of semester	5	5	5	5.00	
c. Program	100% or 1 Program prepared within 2 weeks with 4 revisions and accepted/approved by the Secretary to the Sangguniang Panlalawigan	1 Program prepared within 2 weeks with 4 revisions and accepted/approved by the Secretary to the Sangguniang Panlalawigan	5	4	4	4.33	
d. Certification	100% or 2 Certifications prepared within 15 minutes with 2 revisions and accepted/approved by the Secretary to the Sangguniang Panlalawigan	23 Certifications prepared within 5 minutes with 1 revision and accepted/approved by the Secretary to the Sangguniang Panlalawigan	5	4	5	4.67	

PAP/Output	Success Indicator (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
e. Weekly Accomplishment Report	Twenty-Four (24) Weekly Accomplishment Reports prepared and submitted every Friday afternoon	Eleven (11) Weekly Accomplishment Reports for the whole semester prepared and submitted every Friday afternoon	3	4	4	3.67	
2. ELECTRONICS, COMMUNICATION AND INFORMATION TECHNOLOGY SERVICES							
a. Computer Units	100% or 15 Computer Units repaired 1 hour after request is made with no complaints from the concerned persons	107% or 16 Computer Units repaired 2 hours after request is made with no complaints from the concerned persons	4	5	4	4.33	
b. Networking	100% or 2 Internet connections checked weekly and computer clients monitored within the networks	6 Internet connections checked weekly and computer clients monitored within the networks	5	5	4	4.67	
3. CUSTOMER SERVICES							
a. Customer Assistance	100% or 60 customers/clients official needs answered/served at 95% reliability 10 minutes after query is made/after arrival	68 customers/clients official needs answered/served promptly at 98% reliability right after query is made	5	5	5	5.00	
TOTAL FOR SUPPORT FUNCTIONS						4.58	
Multiplied by 20%						0.92	
ADD TOTAL AVERAGE RATING - CORE FUNCTIONS						3.83	
ADD TOTAL AVERAGE RATING - SUPPORT FUNCTIONS						0.92	
FINAL AVERAGE RATING						4.75	
ADJECTIVAL RATING						OUTSTANDING	
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Rating	Date	Approved	Date
 ORLAN M. ITCHON Administrative Assistant V	July 1, 2024	I certify that I discussed my assessment of the performance with the employee.  ALMIRA S. GOTOSTOS Administrative Officer V	July 2, 2024	 EDGAR G. PEREZ II, J.D. Secretary to the SP	July 3, 2024	 MANUEL O. ALAMEDA, SR. Provincial Vice Governor	July 4, 2024

Legend: 1 - Quantity 2 - Efficiency/Quality 3 - Timeliness 4 - Average

NOTED BY:

ALEXANDER T. PIMENTEL

Provincial Governor
FOR THE GOVERNOR
Champion, SPMS

ESMERALDO S. RAYMUNDO
PROVINCIAL ADMINISTRATOR JR