

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mary Melka L. Gonzaga, Administrative Assistant V of the Sangguniang Panlungsod, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-December 2022, with actual accomplishments and ratings every semester (six months) January-June and July-December 2022.

MARY MELKA L. GONZAGA

Administrative Assistant V

Signature of Ratee

Date: 08/17/22

Approved: MARIA ANTONIETA G. CO HAT

SP Secretary

Signature of Rater

Date: _____

MFO/Program/ Activities/ Projects	Success Indicators (SI) (Targets + Measures)	Task Assigned	Actual Accomplishment (January- June 2022)	Rating				Remarks	Actual Accomplishment (July to December 2022)	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴			Q ¹	E ²	T ³	A ⁴	
Legislative Assistance Services	1. Five (5) sets of notices per committee meeting prepared & sent out a day before the schedule.	1. To photocopy the necessary documents as attachments for the weekly committee meetings.	1. Photocopied, printed & sent out seven (8) sets of documents needed per committee meeting two (3) days before the scheduled meetings.	3	4	5	4							
	2. Regular sessions attended per week and other concerns efficiently responded within the rating period.	2. To attend the weekly Regular Sessions & to assist SP Member Pades. To see to it that the invited guests/resource persons are present during the session. Take down important notes during session & pre-session caucus.	2. Attended and assisted all weekly Regular Sessions and make sure invited resource persons were present. Had taken down important notes especially the scheduling of meetings during the pre-session caucus.	4	5	4	4.33							
	3. One (1) to Two (2) Committee meetings in a day attended and assisted with minor lapses	3. To attend & assist SP Member Pades during committee meetings.	3. Attended & assisted three (3) meetings in a day without lapses committed within the rating period.	4	4	3	3.67							
	4. Eight (8) to Ten (10) calls a day answered in prompt & courteous manner.	4. To answer calls promptly so as not to delay clients' queries & concerns.	4. Attended ten (15) calls a day & instantaneously provided assistance to clients/caller's queries & concerns daily.	4	4	4	4							
	5. Document properly filed. Filing done once a week.	5. To maintain a proper filing system of documents both paper & electronic.	5. Maintained proper filing of all documents through both hard & soft copies twice a week.	3	5	4	4							

The above rating has been discussed with my supervisor.

Calibrated and Recommended for Approval:

January-June 2022


MARY MELKA L. GONZAGA

Ratee

Position: Administrative Assistant V


MARIA ANTONIETA G. CO HAT

Rater

Position: SP Secretary

VINCENT L. EMNAS

City Administrator, PMT

Date: _____

Calibrated and Recommended for Approval:

July-December 2022

MARY MELKA L. GONZAGA

Ratee

Position: Administrative Assistant V

MARIA ANTONIETA G. CO HAT

Rater

Position: SP Secretary

VINCENT L. EMNAS

City Administrator, PMT

Date: _____

1-Quality

2-Efficiency

3-Timeliness

4-Average