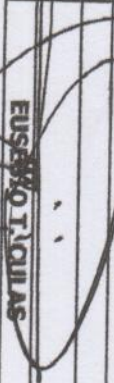
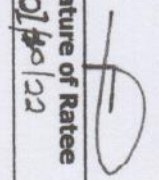


## INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM

I, **RYLAH MARIE S. LUNTAYAO, ADMIN. AIDE I of DPWH Leyte 5th DEO**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January - June 2022**

Approved by:  Position: **District Engineer**  
 Name: **EUSEBIO T. AQUINO** Office: **DPWH, Leyte 5th District Engineering Office**

Signature of Ratee   
 Date Prepared: **07/01/22**

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	TO BE FILLED DURING EVALUATION				Average	Remarks
			Rating					
TO BE FILLED BEGINNING OF THE SEMESTRAL RATING PERIOD			Q	E	T			
1. Retrieval of Documents	1.1 100% assisted Records Officer in receiving client request for copies of documents and recorded to the record book with minor error in 3 minutes	1.1 100% assisted Records Officer in receiving Records Officer in receiving client request for copies of documents and recorded to the record book with no error in 3 minutes	5	5	5	5		
	1.2 100% assisted Records Officer in forwarding the request of Client for copies of documents to the Chief, Administrative Section with minor error in 2 minutes.	1.2 100% assisted Records Officer in forwarding the request of Client for copies of documents to the Chief, Administrative Section with no error in 2 minutes.	5	5	5	5		
	1.3 100% assisted Records Officer in retrieving the document based on the information/ data requested, with minor error in 10 minutes	1.3 100% assisted Records Officer in retrieving the document based on the information/ data requested with no error in 10 minutes	5	5	5	5		
	1.4 100% assisted Records Officer in acknowledging the document in the record book with minor error in 3 minutes.	1.4 100% assisted Records Officer in acknowledging the document in the record book with no error in 3 minutes.	5	5	5	5		
2. Dissemination of Department of Public Works and Highways Regional Office Issuances & Other	2.1 100% assisted Records Officer in receiving the documents from the Office of the Regional Director with minor error in 5 minutes.	2.1 100% assisted Records Officer in receiving the documents from the Office of the Regional Director with no error in 5 minutes.	5	5	5	5		
	2.2 100% assisted Records Officer in checking the document's completeness before receiving and recording with minor error in 8 minutes.	2.2 100% assisted Records Officer in checking the document's completeness before receiving and recording with no error in 8 minutes.	5	5	5	5		
	2.3 100% assisted Records Officer in recording/coding the documents with minor error in 5 minutes	2.3 100% assisted Records Officer in recording/coding the documents with minor error in 5 minutes	4	5	5	4.66		
	2.4 100% assisted Records Officer in routing the documents to the Office of the District Engineer with minor error in 5 minutes	2.4 100% assisted Records Officer in routing the documents to the Office of the District Engineer with no error in 6 minutes	5	5	4	4.66		
	2.5 100% assisted Records Officer in complying the instructions of the DE with minor error in 10 minutes.	2.5 100% assisted Records Officer in complying the instructions of the DE with minor error in 15 minutes.	4	5	4	4.33		
	2.6 100% assisted Records Officer in disseminating/delivering issuances with minor error in 10 minutes	2.6 99% assisted Records Officer in disseminating/delivering issuances with no error in 15 minutes	5	4	4	4.33		

### 3. Other Tasks

3.1 100% assisted Records Officer in photocopying incoming documents with minor error in 5 minutes  
3.2 100% assisted Records Officer in scanning incoming documents with minor error in 5 minutes

3.1 99% assisted Records Officer in photocopying incoming documents with minor error in 5 minutes  
3.2 99% assisted Records Officer in scanning incoming documents with minor error in 5 minutes


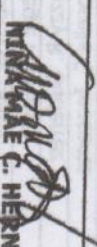

4	4	5	4.33
4	4	5	4.33

Note: Use additional sheet/s if necessary:

Total Rating	56.64
Final Average Rating	4.72

Rater comments and recommendation for development purposes or rewards/promotion. (Note: Use additional sheet/s if necessary)

The above rating has been discussed with:

<b>Name and Signature of Ratee:</b>	 <b>RYLAN MARIE S. LUNTAYAO</b>	<b>Name and Signature of Initial Rater:</b>	 <b>MINKA MAE C. HERNANDEZ</b>	<b>Name and Signature of Final Rater:</b>	 <b>MARC LOUIS B. SAMPILO</b>
<b>Position:</b>	Admin. Aide I	<b>Position:</b>	Administrative Officer III	<b>Position:</b>	OIC-Chief, Administrative Section
<b>Date:</b>	6/30/22	<b>Date:</b>	6/30/22	<b>Date:</b>	6/30/22

NAME	POSITION	STATUS	NAME	STATUS	EFFECTIVITY	REMARKS
RYLAN MARIE S. LUNTAYAO	Admin. Aide I	10	MINKA MAE C. HERNANDEZ	10		
MARC LOUIS B. SAMPILO	OIC-Chief, Administrative Section	10				

(Signature of OIC) (Signature of Rater)

DATE: 6/30/22