

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) FORM
For October 03, to December 30, 2022

I, **Marvin A. Docena**, a Contract of Service Worker (COSW)/Job Order Worker (JOW) assigned at the **PSA - Eastern Samar** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **October 03, to December 30, 2022**.

Marvin A. Docena
MARVIN A. DOCENA

Ratee/COSW/JOW

Date: 10/23/2022

Reviewed by:	Date	Approved by:	Date
<i>Ronnie A. Bajado</i> RONNIE A. BAJADO Immediate Supervisor	<u>10/17/22</u>	<i>Wilma A. Perante</i> WILMA A. PERANTE NSCRG/Head of Office	<u>10/23/22</u>

PAP/MFO	Success Indicators (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q ¹	Q ²	T ³	A ⁴	
Support Operations PhilSys							
(1.) Number of PhilSys Registration Centers established in assigned locations	81-99% PhilSys LGU-Based Registration Centers established in assigned locations within prescribed timeline	100% of the identified locations Registration Centers established in assigned locations on the prescribed timeline	n/a	4	4	4	
(2.) Number of registration kits assigned and deployed	All prescribed Registration Kits assigned and deployed within prescribed timeline	All prescribed number of registration kits assigned and deployed on prescribed timeline	n/a	5	5	5	
(3.) Number of Filipino citizens and resident aliens, and overseas Filipinos, with successfully captured demographic and biometric data	100% of Weekly target registrants are completely registered on the prescribed timeline	100% of Weekly target registrants are completely registered on the prescribed timeline	n/a	4	4	4	
(4.) PhilSys Provincial Level Trainings	Attended the provincial level training	Completed the whole training program with preparedness with complete attendance on time	n/a	4	4	4	

PAP/MFO	Success Indicators (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q ¹	Q ²	T ³	A ⁴	
(5.) Verifies the appointment of the applicants	Verified the entries of the appointment of the applicants correctly	Verified the entries of the appointment of the applicants correctly	n/a	4	4	4	
(6.) Checks if the applicant has the required supporting document/s	Checked the supporting documents of the registrants if it is correct and has complete entries everyday of the operation	Checked the supporting documents of the registrants if it is correct and has complete entries everyday of the operation	n/a	4	4	4	
(7.) Keeps and maintains all files (memoranda, correspondence, reports)	Keeps and maintained all the PhilSys files every week	Keeps and maintained all the PhilSys files every week	n/a	4	4	4	
(8.) Entertains public queries and problems regarding the registration procedures;	Entertained public queries and problems about registration procedures with clear answer within the prescribed format and within the day	Entertained public queries and problems about registration procedures with clear answer within the prescribed format and within the day	n/a	4	4	4	
(9.) Assists the Registration Center Supervisor in the preparation of reports	Assisted the Registration Center Supervisor in the preparation of reports within the prescribed format within the time frame	Assisted the Registration Center Supervisor in the preparation of reports within the prescribed format within the time frame	n/a	4	4	4	
(10.) Performs maintenance and sanitation of the registration center	Performed maintenance and sanitation of the registration center everyday	Performed maintenance and sanitation of the registration center everyday	n/a	4	4	4	
(11.) Disinfects the biometric devices	Disinfect the biometric devices after every transaction	Disinfect the biometric devices after every transaction	n/a	4	4	4	
(12.) Ensures proper waste disposal in the registration center;	Ensured proper waste disposal in the registration center are maintained everyda	Ensured proper waste disposal in the registration center are maintained everyda	n/a	4	4	4	
Assist in the Preparation of the following:							
(13.) Submission of DTR and Accomplishment Report	DTR and accomplishment report with complete supporting documents submitted every first day after 15th/End of the month	DTR and accomplishment report with complete supporting documents submitted every first day after 15th/End of the month	n/a	5	5	5	

PAP/MFO	Success Indicators (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q ¹	Q ²	T ³	A ⁴	
(14.) Submission of IPCR Forms - Work Target	IPCR Work Target as per prescribed format with complete and correct entries submitted on within 3 days upon renewal of contract	IPCR Work Target as per prescribed format with complete and correct entries submitted on within 3 days upon renewal of contract	n/a	4	4	4	
(15.) Submission of IPCR Forms - Work Accomplishments	IPCR Work Accomplishments as per prescribed format with complete and correct entries submitted on the 3rd day before end of contract	IPCR Work Accomplishments as per prescribed format with complete and correct entries submitted on the 3rd day upon renewal of contract	n/a	4	4	4	
Final Rating		4.133					
Adjectival Rating		Very Satisfactory					
Comments and Recommendations for Development Process							
Discussed with	Date	Assessed by	Date	Final Rating by	Date		
MARVIN A. DOCENA COSW/JOW	12/30/2022	I certify that I discussed my assessment of the performance with the employee. RONNIE A. BAJADO Supervisor	1/17/23	WILMA A. PERANTE NSCRG/Head of Office	1/27/23		

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