

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

AO V - REGION VIII

I, MARIA LYN L. TANQUEZON, of ADMINISTRATIVE SECTION of the NFA-LEYTE BRANCH, PALO, LEYTE, 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 TO MARCH 2021

MARIA LYN L. TANQUEZON
Signature of Employee
Date: January 5, 2021

Rating:
5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Unsatisfactory
1-Poor

APPROVED BY:
Name: MARLON O. MARGALLO
Position: Branch Manager
Date: January 5, 2021

Major Final output/Projects/ Activities/Programs	Success Indicators (Targets + Measures)	Weight	Actual Accomplishments	RATING				Equiv. Rating	Remarks
				Q1	E2	T3	A4		
BUSINESS / TECHNICAL Ability to create/compose written communication in clear, concise, and coherent manner. This includes memoranda, minutes of the meetings, correspondences, business letters, proposals, policies, guidelines or procedures, briefing materials, manuals, certifications, and other similar documents. Ability to write relevant and accurate information on a particular field of knowledge, complex ideas, concepts, processes or procedures that need to be communicated to a target audience to enable a set of actions to achieve a defined goal.	a. Submission of complete Job Description within set deadline. b. Request for publication to RO within 3 days after position is declared vacant. c. PSB convene at least 90 days after publication.	10%		5	5	5	5	5	
	z. ACCOUNTABILITY - Ability to assume responsibility for successfully accomplishing work objectives and delivering results, setting high standards of performance for self and others. <i>Effectiveness/Efficiency:</i> 5 - 98% TO 100% accomplished 4 - 96% TO 97% accomplished 3 - 94% TO 95% accomplished 2 - 92% TO 93% accomplished 1 - 90% TO 91% accomplished								

Major Final output/Projects/ Activities/Programs	Success Indicators (Targets + Measures)	Weight	Actual Accomplishments	RATING				Equiv. Rating	Remarks
				Q1	E2	T3	A5		
2 COMPUTER PROFICIENCY - Ability to demonstrate an understanding of computers and use of software applications used by the Agency to increase productivity and effective flow of work.	a. Updating of personnel database. b. Online registrations and remittances. SERVICE EXCELLENCE - Ability to recognize and create opportunities to meet and exceed the needs and expectations of both internal and external stakeholders of the organization. Documented submitted: <i>Timeliness:</i> 5- 2 days before the deadline 4- 1 day before the deadline 3- Submitted on the deadline set 2- 1 day after deadline set 1- 2 days & more after deadline set	15%		5	5	4.5	4.83	.73	
3 PROVIDING SUPPORT AND SERVICES - Ability to provide support and services in order to meet the administrative/clerical and other related requirements of the department/division/section/ office.	a. Application for Leave processed. b. Application for Leave Monetization processed. c. Payroll and voucher preparation. d. Terminal Leave claims requirements forwarded for processing. e. Conduct of PPE inventory d. Disposal of Unserviceable Properties. Ability to gain knowledge of NFA culture, systems, and pressures; understands the agenda and perspectives of others; recognizes and balances the interest of one's department with those of others' departments and the Agency, as well as the impact of decisions on each. Implemented FIFO Policy of stocks handled <i>Effectiveness/Efficiency:</i> 5 - 98% TO 100% implemented 4 - 96% TO 97% implemented 3 - 94% TO 95% implemented 2 - 92% TO 93% implemented 1 - 90% TO 91% implemented	70%		5	5	5	5	3.5	

Major Final output/Projects/ Activities/Programs	Success Indicators (Targets + Measures)	Weight	Actual Accomplishments	RATING			Equiv. Rating	Remarks
				Q1	E2	T3		
Performs other duties from time to time.	Ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office. Effectiveness/Efficiency: 5 - 98% TO 100% accomplished 4 - 96% TO 97% accomplished 3 - 94% TO 95% accomplished 2 - 92% TO 93% accomplished 1 - 90% TO 91% accomplished	5%		5	5		5	.25
TOTAL				TOTAL RATING				4.98
				FINAL RATING				4.98
				ADJECTIVAL RATING				VS
Comments and Recommendations for Development Purposes of Rewards/Promotion								

The above rating has been discussed with:

Name and signature of ratee:	MARIA LYN L. TANQUEZON	Name and signature of rater:	JOE FREY M. PLATA
Position:	Acting AD V	Position:	Asst. Branch Manager
Date:	April 2, 2021	Date:	April 2, 2021

Final Rating by Office Head:	MARLOM O. MARGALLO
Position:	Branch Manager
Date:	April 2, 2021