

Land Bank of the Philippines

CLASS C

SPMS

For Office of the Branches/EOs

Name of Group: BAYBAY


Rating Period: 2024


Key Result Areas	PERFORMANCE EVALUATION SYSTEM					
	WEIGHT	TARGET	Actual	% of	Rating	Weighted Score
DEPOSITS						
COD	8%	0.17	0.063	162.9412%%	5	0.4
ADB YTD	8%	3,694.672	3,699.216	100.1230%%	5	0.4
OS Deposits	5%	4,030.082	3,711.463	92.0940%%	4	0.2
Private ADB	10%	1,119.769	801.637	71.5895%%	2	0.2
Private OS	5%	1,365.949	1,094.439	80.1230%%	3	0.15
PROFITABILITY						
FMS BOOKED INCOME	5%	20.011	12.005	59.9920%%	1	0.05
BANCA COCO LIFE	3%	0.245	0.431	175.9184%%	5	0.15
BANCA COCO GEN	2%	0.105	0.105	100.0000%%	5	0.1
LOANS						
OS Loans and LAHOD	8%	126.932	153.441	120.8844%%	5	0.4
ALB Salary Loans	10%	105.212	100.623	95.6383%%	4	0.4
PD Rate	5%	1.67	0.709	157.5449%%	5	0.25
Credit Cards	2%	5.00	8.00	160.0000%%	5	0.1
RBG Loans	8%	31.209	28.088	89.9997%%	3	0.24
INTERNAL						
ATM Avail Rate	5%	90.00	92.15	102.3889%%	5	0.25
Reduction of AR AP Sundries Over-	5%	90.00	100.00	111.1111%%	5	0.25

Key Result Areas	PERFORMANCE EVALUATION SYSTEM					
	WEIGHT	TARGET	Actual	% of	Rating	Weighted Score
Data Clean Up	5%	99.00	99.84	100.8485%%	5	0.25
ALTERNATIVE						
Alternative Channels Utilization	4%	628,388.00	750,193.00	119.3837%%	5	0.2
Linkbiz	2%	0.00	0.00	100.0000%%	5	0.1
Total Point Score	100.0%					4.09
Total Weight						100.0%
Total Weighted Score						4.09

NOTE:

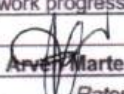


* To be multiplied by 30 % to get the weighted score for I. Performance Evaluation System;
A. Branch Performance (PES Points)

Ratee : 
Position : KERRY UY
Date : 03/15/2025

Rater : 
Position : Corrine Tang
Date : 03/15/2025

Land Bank of the Philippines Strategic Performance Management System (LBP SPMS)
Individual Performance Commitment Review Form - For Staff (PG 4 to 9)

Name:	KERRY UY	Department:	BAYBAY	
PG:	5	Details on Promotions/Re-assignments, if any:		
PY:	2024			
Position Title:	CASA Bookkeeper			

PERFORMANCE CONTRACT									
I hereby agree to assist the employee in the attainment of the targets and monitor work progress within the performance period.					I hereby agree to accomplish the targets indicated and be monitored on work progress within the performance period.				
 Rater / Date / 2025/03/15					 KERRY UY / 2025/03/15				
Rater/Date					Ratee/Date				
I hereby note the agreement between the rater and ratee in attaining the work targets within the performance period.									
 Corrine Tang Department/Group Head					2025/03/16 Date				

Performance Commitment			Performance Rating					
%	KRAs	Success Indicator/s (Quality, Efficiency, Timeliness)	% of Accomplishment	Q	E	T	A	Weighted Average Score
I. Performance Evaluation System								
30	A. Branch Performance (PES Points) - Financial Please see attached computation.	Success Indicator: Quality Actual PES Points attained by the Branch for financial related KRAs (Deposits, e-Banking, Loans and Profitability) vs Target PES Points Performance Measures: 5 100% and above target achievement 4 90% - 99% target achievement 3 80% - 89% target achievement 2 70% - 79% target achievement 1 Below 70% of the target	3.8481	3.85	0.00	0.00	3.85	1.15
7	B. Individual Contributions to Branch Accomplishment Deposit OS	Success Indicator: Quality % attainment of target on Private Deposit Generation		5.00	0.00	0.00	5.00	0.35
7	Loans OS	Performance Measures: 5 100% and above target achievement 4 90% - 99% target achievement 3 80% - 89% target achievement 2 70% - 79% target achievement 1 Below 70% of the target		4.00	0.00	0.00	4.00	0.28
3	Timely Submission of Reports			4.00	0.00	4.00	4.00	0.12
3	Mastercard - Approved Credit Card			5.00	0.00	0.00	5.00	0.15

5	A. Complaints Management Management of Complaints and Request for Assistance (RFA) as Recipient/Accommodating Unit	<p>Success Indicator: Quality</p> <p>Able to submit and refer accurately all the fraud-related complaint documents to responsible unit and/or supporting unit copy furnished CAD</p> <p>Performance Measures:</p> <p>5 100% of the fraud-related complaint documents were accurately submitted and referred to responsible unit and/or supporting unit, copy furnished CAD</p> <p>4 90-99% of the fraud-related complaint documents were accurately submitted and referred to responsible unit and/or supporting unit, copy furnished CAD</p> <p>3 80-89% of the fraud-related complaint documents were accurately submitted and referred to responsible unit and/or supporting unit, copy furnished CAD</p> <p>2 70-79% of the fraud-related complaint documents were accurately submitted and referred to responsible unit and/or supporting unit, copy furnished CAD</p> <p>1 Below 70% of the fraud-related complaint documents were accurately submitted and referred to responsible unit and/or supporting unit, copy furnished CAD</p> <p>Note: The responsible unit and/or supporting unit shall submit to CAD a proof/certification that all documents referred by the recipient unit are accurate and complete</p> <p>Success Indicator: Efficiency</p> <p>Able to submit all the complaints and request for assistance (RFA) to responsible unit with proper documentation submitted to CAD</p> <p>5 100% of the complaints and RFA were referred to responsible unit with proper documentation submitted to CAD</p> <p>4 90 - 99% of the complaints and RFA were referred to responsible unit with proper documentation submitted to CAD</p> <p>3 80 - 89% of the complaints and RFA were referred to responsible unit with proper documentation submitted to CAD</p> <p>2 70 - 79% of the complaints and RFA were referred to responsible unit with proper documentation submitted to CAD</p> <p>1 Below 70% of the complaints and RFA were referred to responsible unit with proper documentation submitted to CAD</p> <p>Note: Proper documentation refers to submission of completely filled-out 'Portion E' for CSIR; and memo reply for RFA</p> <p>Success Indicator: Timeliness</p> <p>Able to ensure referral of every complaints and request for assistance (RFA) to responsible unit, within the next banking day</p> <p>5 100% of the complaints and RFA were referred to responsible unit within the prescribed TAT</p> <p>4 90 - 99% of the complaints and RFA were referred to responsible unit within the prescribed TAT</p> <p>3 80 - 89% of the complaints and RFA were referred to responsible unit within the prescribed TAT</p> <p>2 70 - 79% of the complaints and RFA were referred to responsible unit within the prescribed TAT</p> <p>1 Below 70% of the complaints and RFA were referred to responsible unit within the prescribed TAT</p>	4.00	5.00	4.00	4.33	0.22
---	---	--	------	------	------	------	------

[Handwritten signature]

[Handwritten signature]


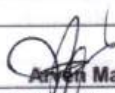

2	B. Customer Relationship 1. Self readiness and availability before 8:30AM	<p>Success Indicator: Quality</p> <p>Projecting good image by reporting to work properly groomed, in proper uniform/ID at all times</p> <p>5 Properly groomed, wearing proper uniform/ID at all times</p> <p>4 1 to 4 noted instances of not wearing proper uniform/ID and not properly groomed</p> <p>3 5 to 8 noted instances of not wearing proper uniform/ID and not properly groomed</p> <p>2 9 to 12 noted instances of not wearing proper uniform/ID and not properly groomed</p> <p>1 More than 12 noted instances of not wearing proper uniform/ID and not properly groomed</p> <p>Success Indicator: Timeliness</p> <p>Readiness and availability of services before 8:30 AM :</p> <p>5 100% readiness and availability before start of banking hours</p> <p>4 1 to 4 noted instances of delay/non-availability before the start of banking hours</p> <p>3 5 to 8 noted instances of delay/non-availability before the start of banking hours</p> <p>2 9 to 12 noted instances of delay/non-availability before the start of banking hours</p> <p>1 More than 12 noted instances of delay/non-availability before the start of banking hours</p>		4.00	0.00	4.00	4.00	0.08
5	2. Positive Client Relationship 2.1. External Clients 2.2. Internal Clients	<p>Success Indicator: Quality</p> <p>Satisfaction of clients on services provided</p> <p>5 no valid complaint</p> <p>4 1-2 valid complaints</p> <p>3 3-4 valid complaints</p> <p>2 4-5 valid complaints</p> <p>1 with 6 or more valid complaint/s</p> <p>Success Indicator: Timeliness</p> <p>Response/resolution of complaints within set deadline</p> <p>Performance Measures:</p> <p>5 Complaints resolved within five (5) days</p> <p>3 Complaints resolved within seven (7) days</p> <p>2 Complaints resolved within 10 days</p> <p>1 Complaints resolved in more than 10 days</p>		4.00	0.00	4.00	4.00	0.20
3	3. Delivery of fast customer service	<p>Success Indicator: Efficiency</p> <p>(% of transactions within the target average Turn-Around Time (TAT) per Bank Teller's Transaction)</p> <p>(% of Transactions within target average TAT vs Total Transactions based on CQS Branch Queue Report)</p> <p>Performance Measures:</p> <p>5 equal to or over 100%</p> <p>4 equal to or over 90%, but less than 100%</p> <p>3 equal to or over 80%, but less than 90%</p> <p>2 equal to or over 71%, but less than 80%</p> <p>1 less than 71%</p>		0.00	4.00	0.00	4.00	0.12
5	A. Audit and Compliance 1. Compliance to the set internal policies and guidelines of the Bank (Unit Rating)	<p>Success Indicator: Quality</p> <p>Audit rating of the unit</p> <p>Performance Measures:</p> <p>5 Exemplary</p> <p>4 Acceptable</p> <p>2 Below Acceptable</p> <p>1 Unsatisfactory</p>		5.00	0.00	0.00	5.00	0.25

2	2. Compliance to the set internal policies and guidelines of the Bank (Individual Rating - contribution to Unit's rating)	<p>Success Indicator: Quality No. of audit finding/s incurred during the audit period attributable to the ratee</p> <p>Performance Measures: 5 No major, moderate or minor finding 4 with only 1-4 minor findings 3 with 5-or more minor findings or 1 moderate findings 2 with 5-or more minor findings or 2 moderate findings 1 with 3 or more moderate findings or 1 or more major finding</p>		5.00	0.00	0.00	5.00	0.10
1	3. IMS Audit/Implement best practices in the branches compliance on QMS best practices	<p>Success Indicator : Quality Passed the latest IMS audit/compliance on QMS best practices</p> <p>Performance Measures: 5 90 % and above 4 over 80% but less than or equal to 70% 3 over 70%, but less than or equal to 60% 2 over 60%, but less than or equal to 50% 1 less than 50%</p>		4.00	0.00	0.00	4.00	0.04
2	B. Data Quality 1. Attainment of target on Data Quality	<p>Success Indicator: Quality % attainment of target on Data Quality on certain cut off date</p> <p>Performance Measures: 5 100% of the target 4 over 90%, but less than or equal to 99% 3 over 80%, but less than or equal to 90% 2 over 70%, but less than or equal to 80% 1 equal or less than 70%</p>		4.00	0.00	0.00	4.00	0.08
3	C.1. Operational Functions Functions of CASA Bookkeeper 1. Posting of the approved DM/CM and Authority for Fund Transfer CM in the CT	<p>Success Indicator: Quality Accuracy in posting DM/CM/Fund Transfer transactions</p> <p>Performance Measures: 5 No reversals without financial loss 4 1-6 reversals without financial loss 3 7-12 reversals without financial loss 2 13-18 reversals without financial loss 1 more than 18 reversals without financial loss or more reversals with financial loss due to negligence or integrity issue</p> <p>Success Indicator: Timeliness Posting of DM / CM /Fund Transfer received within the transaction date</p> <p>Performance Measures: 5 No delay 4 1-2 instances of delay, no financial loss 3 3-4 instances of delay, no financial loss 2 5-6 instances of delay, no financial loss 1 more than 6 instances of delay or one or more delays with financial loss due to negligence or integrity issue</p>		4.00	0.00	4.00	4.00	0.12
3	2. Daily balancing of transactions and documentation	<p>Success Indicator: Quality Ensures that Branch Totals tally with validated transaction documents</p> <p>Performance Measures: 5 100% complete/accurate, no financial loss 4 95% to 99% complete/accurate, no financial loss 3 90% to 94% complete/accurate, no financial loss 2 71% to 89% complete/accurate, no financial loss 1 below 71% complete/accurate or with financial loss due to negligence or integrity issue</p>		5.00	0.00	0.00	5.00	0.15



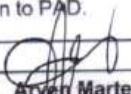

fs

1	3. Monitoring and posting of undebited Incheck/Outcheck	<p>Success Indicator: Quality Accuracy in posting undebited ICCs, RCOCIs and IRCs transactions in the CT</p> <p>Performance Measures: 5 No reversal 4 1-2 reversals, no financial loss 3 3-4 reversals, no financial loss 2 5-6 reversals, no financial loss 1 more than 6 reversals or 1 or more reversals with financial loss due to negligence or integrity issue</p> <p>Success Indicator: Timeliness Posting of undebited ICCs, RCOCIs and IRCs within the transaction date</p> <p>Performance Measures: 5 No delay 4 1-2 instances of delay, no financial loss 3 3-4 instances of delay, no financial loss 2 5-6 instances of delay, no financial loss 1 more than 6 instances of delay or one or more delays with financial loss</p>		4.00	0.00	4.00	4.00	0.04
4	4. Uploading and forwarding of MDS, ACIC and NTA, PACSVAL, DM Val. Cash Card Top-Up, etc.	<p>Success Indicator: Quality Accuracy in verifying if all the details in the documents supporting the transactions tallied against the soft data forwarded by the client (ie, Hash Total, total amount forwarded, number of transactions)</p> <p>Performance Measures: 5 100% complete/accurate, no financial loss 4 95% to 99% complete/accurate, no financial loss 3 90% to 94% complete/accurate, no financial loss 2 71% to 89% complete/accurate, no financial loss 1 below 71% complete/accurate or with financial loss due to negligence or integrity issue</p> <p>Success Indicator: Timeliness Uploading / forwarding within the transaction date</p> <p>Performance Measures: 5 No delay 4 1-2 instances of delay, no financial loss 3 3-4 instances of delay, no financial loss 2 5-6 instances of delay, no financial loss 1 more than 6 instances of delay or one or more delays with financial loss due to negligence or integrity issue</p>		4.00	0.00	4.00	4.00	0.16
1	5. Preparation of Inter-Office Advice (IOA) and posting of IB Transactions in Inter-Branch Transactions On-Line System (IBTOLS)	<p>Success Indicator: Quality Accuracy in posting all details of IB Transactions (originating) in the IOA and Inter Branch Transaction On-Line System (IBTOLS)</p> <p>Performance Measures: 5 100% complete/accurate, no financial loss 4 95% to 99% complete/accurate, no financial loss 3 90% to 94% complete/accurate, no financial loss 2 71% to 89% complete/accurate, no financial loss 1 below 71% complete/accurate or with financial loss due to negligence or integrity issue</p> <p>Success Indicator: Timeliness No. of originating IBTOLS transactions that are posted within the transaction date</p> <p>Performance Measures: 5 No delay 4 1-2 instances of delay, no financial loss 3 3-4 instances of delay, no financial loss 2 5-6 instances of delay, no financial loss 1 more than 6 instances of delay or one or more delays with financial loss</p>		4.00	0.00	4.00	4.00	0.04



1	6. Handling of Time Deposit and HYSA	<p>Success Indicator: Quality Accuracy and completeness in posting all details of HYSA / CTD Accounts in Subsidiary Ledgers (SLs) and in checking / monitoring computation of Documentary Stamp Tax</p> <p>Performance Measures 5 100% complete/accurate, no financial loss 4 95% to 99% complete/accurate, no financial loss 3 90% to 94% complete/accurate, no financial loss 2 71% to 89% complete/accurate, no financial loss 1 below 71% complete/accurate or with financial loss due to negligence or integrity issue</p> <p>Success Indicator: Timeliness Updating SLs of HYSA / CTD accounts within the date of transaction / maturity</p> <p>Performance Measures 5 No delay 4 1-2 instances of delay, no financial loss 3 3-4 instances of delay, no financial loss 2 5-6 instances of delay, no financial loss 1 more than 6 instances of delay or one or more delays with financial loss</p>		5.00	0.00	5.00	5.00	0.05
2	7. Viewing, downloading, printing and filling of CASA Reports and other documents in IDRARS	<p>Success Indicator: Quality Completeness in downloading / printing CASA Report and other documents in IDRARS</p> <p>Performance Measures: 5 100% complete 4 95% to 99% complete 3 90% to 94% complete 2 71% to 90% complete 1 below 71% complete</p> <p>Success Indicator: Timeliness Downloading / printing of CASA Report and other documents within the day</p> <p>Performance Measures: 5 No delay 4 1 to 2 instances of delay 3 3 to 4 instances of delay 2 5 to 6 instances of delay 1 more than 6 instances of delay</p>		5.00	0.00	5.00	5.00	0.10
5	8. Perform other functions such as but not limited to the following: a. Co-custodian of Cash-in-Vault b. ATM Loading c. Others	<p>Success Indicator : Quality Effective performance of other functions</p> <p>Performance Measures 5 100% effective in performing other functions 4 90% to 99% effective in performing other functions 3 80% to 89% effective in performing other functions 2 70% to 79% effective in performing other function 1 below 70% effective in performing other functions</p>		5.00	0.00	0.00	5.00	0.25
5	C.2 Performance Management Self Management	<p>Success Indicator: Quality Ability to maintain a harmonious relationship among co-workers/internal clients with no valid complaints and respond positively to various issues consistently</p> <p>Performance Measures: 5 no valid complaints from co-workers/internal clients 4 with one (1) to three (3) valid complaints from co-workers/internal clients 3 with four (4) to five (5) valid complaints from co-workers/internal clients 2 with six (6) to ten (10) valid complaints from co-workers/internal clients 1 more than 10 valid complaints/internal clients</p>		5.00	0.00	0.00	5.00	0.25
100% Additional Comments/Remarks on Performance i.e., additional workload, adjusted KRAs, etc.								

PART I. PERFORMANCE RATING FOR PY 2024		Total Point Score (TPS)	4.30
Discussed with:			
The assessment of my performance has been discussed and shown by my immediate supervisor		Equivalent Adj. Rating	Very Satisfactory
 KERRY UY	2025/03/15	Rating Scale	
<i>Ratee's Signature (Above Printed Name)</i>	<i>Date</i>	5.00	Outstanding
Recommending Approval:		4.00 to 4.99	Very Satisfactory
 Arven Marte	2025/03/15	3.00 to 3.99	Satisfactory
<i>Rater's Signature (Above Printed Name)</i>	<i>Date</i>	2.00 to 2.99	Unsatisfactory
		1.00 to 1.99	Poor
 Corrine Tang	2025/03/16	Please send a scanned copy to the Office of the Group Head.	
<i>Department/Group Head</i>	<i>Date</i>	BBS-IPCRS@mail.landbank.com	

Land Bank of the Philippines Strategic Performance Management System (LBP SPMS)
Individual Performance Commitment Review Form - For Staff (PG 4 to 9)

PART II. PERFORMANCE MONITORING AND FEEDBACK FORM				
Rater's Comments/Observations			Ratee's Response	Conforme (Initials)
	Indicate the Area/s of the job	Remarks/Comments		
Date:				Rater:
				Ratee:
Date:				Rater:
				Ratee:
Date:				Rater:
				Ratee:
Date:				Rater:
				Ratee:
Additional Comments (if necessary):				
X				
Please place a check mark for no noted comments/observations within the performance year Performance for PY 2024 was monitored regularly and was rated based on actual accomplishments.				
				
			Rater's Signature (Above Name)	Date
X				
I acknowledge the monitoring and observations done within the performance period without notable observations/comments towards the tasks given to me. I will continue to meet the work standards and performance for the next performance year.				
				
			KERRY UY	
			Ratee's Signature (Above Name)	Date
PART III. DEVELOPMENT PLAN FORM				
Kindly check recommended/suggested trainings/seminars/programs for the ratee:				
	Business Writing	X	Others:	No Training recommendation.
	Communication Skills			
	Project Management			
	Coach and Mentoring			
	Supervisory			
	Time & Stress Management			
	Leadership Training			
	Personality Development			
	Technical (Microsoft Applications)			
	Organization			
Target Timeline:				
X				
We have accomplished completely the IPCR and discussed all necessary information regarding the performance prior to submission to PAD.		We acknowledge that we have submitted an incomplete IPCR for PAD's reference due to an ongoing discussion and resolution regarding the final performance rating including other forms.		
				
Arven Marte		KERRY UY		
Rater		Ratee		
Scanned copy of this page will be submitted to Personnel Administration Department together with Part 1 of the IPCR. No signature of this form will not be recorded in the SAP-HRIS and shall be returned to the rater indicating an incomplete submission of the IPCR.				

Land Bank of the Philippines Strategic Performance Management System (LBP SPMS)
Individual Performance Commitment Review Form - For Staff (PG 4 to 9)

PART IV. RATER'S ASSESSMENT/OBSERVATIONS ON RATEE'S BEHAVIOR		
<p>This form shall be submitted to the appropriate HRMG Department as reference for any personnel action or movement, i.e., training, promotion, reassignment, etc. The behavioral factors stated below including the scope of its description shall be used to assess how well the ratee manifests the Bank's Core Values and corporate culture in accomplishing his work targets. The supervisor is encouraged to cite specific instances and documented performance monitoring observations to support the observations thereof. The result of this assessment shall not form part of the ratee's Final Numerical and Adjectival Rating. Please use the drop down list in choosing the desired rating per factors</p>		
Factors:	Rater's observations/comments	Rating
Core factors 1-5 for all employees :		
1. CUSTOMER AND INTERPERSONAL RELATIONS – The competency to work well with others by establishing and maintaining harmonious relationships with supervisors and clients.	Ratee shows adaptability with new roles and responsibilities making smooth transitions to the team.	5
2. INITIATIVE AND DEPENDABILITY – The ability to complete and carry out required tasks with minimum supervision; to adopt a 'self-starting' rather than 'passively accepting' behavior; extent to which ratee can be counted upon to perform the job competently.	Ratee handles tasks assigned independently even without direct supervision	5
3. HONESTY AND INTEGRITY – The capacity to sustain uprightness and loyalty in the conduct of company business; the ability to act professionally and to project a positive image of the Bank.	Ratee demonstrates impeccable honesty and integrity.	5
4. COMPLIANCE – The observed behavior of demonstrating adherence to external regulatory requirements (BSP, AMLC, PDIC, BIR, GCG, CSC, COA) and internal LBP policies and procedures applicable to the performance of the ratee's duties.	null	4
5. ATTENDANCE AND PUNCTUALITY – The observed behavior of coming to office promptly and/or refers to the amount of time spent at work to complete assigned responsibilities.	null	4
Additional factors 6-8 for technical personnel and supervisors :		
6. STRESS TOLERANCE – The facility to manage stress easily and readiness to adapt to changing situations	null	0
7. PLANNING AND ORGANIZATION – The effectiveness to determine what should be done, to anticipate needs and to schedule work properly in order to achieve results and meet deadlines.	null	0
8. JUDGMENT AND DECISION-MAKING – The ability to develop alternative courses of action and making decisions which are largely based on logical assumptions.	null	0
Additional factors 9-10 for supervisors :		
9. LEADERSHIP – The manner of guiding, influencing, motivating and developing confidence of subordinates to work as a team and accomplish assigned task.	null	0
10. COACHING AND STAFF DEVELOPMENT – The competence to assist subordinates in maximizing their potential, achieve job mastery and foster career development.	null	0
OPTIONAL BONUS FACTORS For all levels : Please rate the employee on either or both factors only with an absolute rating of 5.		
11. INNOVATIVENESS AND CREATIVITY – The ability to introduce new, practical and applicable ideas and methods that redound to operational effectiveness and efficiency.	null	0
12. SELF-DEVELOPMENT AND SELF-DIRECTED LEARNING – The ability to take the initiative to develop and hone own skills and competencies for purposes of career development.	null	0
Date of submission:		
 KERRY UY	 Arven Marte	
Ratee's Signature (Above Printed Name)	Rater's Signature (Above Printed Name)	
Scanned copy of this page will be submitted to Personnel Administration Department together with Part 1 of the IPCR. No signature of this form will not be recorded in the SAP-HRIS and shall be returned to the rater indicating an incomplete submission of the IPCR.		
Hard copies will be retained within the Department, Rater and Ratee: for future reference		