



INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM



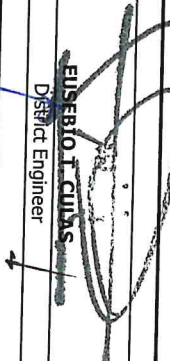
I, MCBLER P. GRANADA, ADMINISTRATIVE ASSISTANT II, of Leyte 5th DEO, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY TO DECEMBER 2024.**

Approved by:		Position:	District Engineer
Signature:		Office:	Leyte 5th District Engineering Office
Name:	EUSEBIO T. CUIAS	Date Prepared:	06-24-24
		Signature of Ratee	

Output	Success Indicators (Targets + Measures)	Actual Accomplishments	TO BE FILLED DURING EVALUATION				Average	Remarks
			Q	E	T			
Information, Education and Communication (IEC) Materials - Public Information Process Flow	1. 100% news and other IEC materials produced through accompanying the inspectorate team during inspections, documenting office and regional events, and requesting overall project status from monitoring engineer with no errors within 1 working day.	1. 100% news and other IEC materials produced through accompanying the inspectorate team during inspections, documenting office and regional events, and requesting overall project status from monitoring engineer with no errors within .50 working day.	5	5	5		5.00	
	2. 100% drafts of news and other IEC materials produced for correction with no errors within 1 working day.	2. 100% drafts of news and other IEC materials produced for correction with no errors within .75 working day.	5	5	4		4.67	
	3. 100% news and other IEC materials delivered and released with no errors within 1 working day.	3. 98% news and other IEC materials delivered and released with no errors within 1 working day.	5	4	5		4.67	
	4. 100% news and other IEC materials filed with no errors within 1 working day.	4. 100% news and other IEC materials filed with 1-3 minor errors within 1 working day.	4	5	5		4.67	
	5. 100% news and other IEC materials monitored with no errors within 1 working day.	5. 100% news and other IEC materials monitored with no errors within 1 working day.	5	5	5		5.00	
Requests for Action (RFA) - Citizens' Feedback Management Center	1. 100% Requests for Action (RFA) received from Stakeholders Relations Services (SRS) or Regional Office within 1 working day.	1. 100% Requests for Action (RFA) received from Stakeholders Relations Services (SRS) or Regional Office within .50 working day.	NA	5	5		5.00	Republic Act No. 11032 or "Ease of Doing Business and Efficient Government Service Delivery Act"
	2. 100% RFA forwarded to Records Management Unit (RMU) for routing within 1 working day.	2. 100% RFA forwarded to Records Management Unit (RMU) for routing within .50 working day.	NA	5	5		5.00	
	3. 100% RFA forwarded to concerned section within 1 working day.	3. 100% RFA forwarded to concerned section within .75 working day.	NA	5	4		4.5	
	4. 100% Inspection or Rectification Report received from concerned inspection within 1 working day.	4. 100% Inspection or Rectification Report received from concerned inspection within 1 working day.	NA	5	5		5.00	
Customer Satisfaction Survey Application (CUSA) - Citizens Charter Frontline Services	1. 100% Customer Satisfaction Survey (CSS) forms collected from sections with frontline services and ensured are filled-up with no errors within 1 working day.	1. 98% Customer Satisfaction Survey (CSS) forms collected from sections with frontline services and ensured are filled-up with no errors within 1 working day.	5	4	5		4.67	DO 264, s. 2022
Total Rating: 48.17							Final Average Rating: 4.67	

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

The above rating has been discussed with:

Name and Signature of Ratee:	 MCBLER P. GRANADA	Name and Signature of Initial Rater:	 ANN F. MOJADO	Name and Signature of Final Rater:	 EUSEBIO T. CULMS
Position:	Administrative Assistant II	Position:	PIO Designate	Position:	District Engineer
Date:		Date:		Date:	