INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM

I, RYLAH MARIE S. LUNTAYAO, ADMIN. AIDE I, of 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 to June 2021.

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pproved by:							1	
ignature:	Po	Position:	District Engineer	Ц			Signatur	Signature of Ratee
lame:	EUSEBIO T. CULASA	Office:	Leyte 5th DEO, Baybay City		Date Prepared:	ared:	July 6,2021	,2021
	10		I				,	
Output	Success Indicators	S	Actual Accomplishments		Rating		Average	Remarks
	(largets + measures)	35)		0	-	-		
TO BE FILLED BEG	TO BE FILLED BEGINNING OF THE SEMESTRAL RATING PERIOD	00	TO BE F.	TO BE FILLED DURING EVALUATION	ING EVAL	UATION		
	1. Retrieval of Documents							
	1.1 130% Received client request for copies of documents and recorded to the record book, with no error in 5 minutes	oies of documents 1. error in 5 minutes do er	1.1 130% Received client request for copies of documents 1.1 130% Received client request for copies of and recorded to the record book, with no error in 5 minutes documents and recorded to the record book, with no error in 5 minutes	5	5	5	5	
	1.2 130% Forwarded request to the Chief, Administrative 1.2 130% Forwarded request to the Section, with no error in 3 minutes. Administrative Section, with no error	ef, Administrative 1.: Administrative Administrative	1.2 130% Forwarded request to the Chief, Administrative Section, with no error in 5 minutes.	6	5	4	4.66	
	1.3 130% Retrieved documents based on the information/ data requested, with no error in 10 minutes	ne information/	1.3 115% Retrieved documents based on the information/ data requested, with no error in 10 minutes	5	4	5	4.64	
	1.4 130% Acknowledged documents in the record book, 1.4 130% Acknowledged documents with no error in 5 minutes.	the record book, 1.	1.4 130% Acknowledged documents in the record book, with no error in 5 minutes.	5	5	5	4	
	2. Dissemination of Department of Public Works and Highways Regional Office Isuuances & Other	blic Works and & Other						
	2.1 130% Received documents from the Office of the Regional Director, with no error in 5 minutes.	ce of the	2.1 115% Received documents from the Office of the Regional Director, with no error in 5 minutes.	5	4	N	4.04	
GASS (Records Management Unit)			2.2 130% Checked the completeness of the documents submitted before receiving and recording, with no error in 10 minutes.	9	5	5	5	
	2.3 130% Recorder/Coded Documents, with no error in 10 minutes		2.3 130% Recorder/Coded Documents, with no error in 10 minutes	9	5	W	9.60	
	2.4 130% Routed documents to the Office of the District Engineer, with no error in 10 minutes		2.4 130% Routed documents to the Office of the District Engineer, with no error in 15 minutes	4	4	4	4.60	
	2.5 130% Complied to the instructions of the DE, with no error in 15 minutes.		2.5 130% Complied to the instructions of the DE, with no error in 20 minutes.	5	9	4	4.66	
	2.6 130% Identified concerned persons, with no error in 10 minutes		2.6 115% Identified concerned persons, with 1-3 minor error in 15 minutes	9	4	4	4	

3.1 130% Processed document (Superseded documents are removed from the document (Superseded document masterist, stamped "Obsolete" and filed separately) with no error in 2 hours. 3.1 115% Processed document (Superseded documents are removed from the document masterist, stamped "Obsolete" and filed separately) with 1:2 minor error in Unit 1:2 min	criici, Admili Section				Date:			
3. File Management 3.1 130% Disseminated/delivered issuances, with no error 2.7 130% Disseminated/delivered issuances, with 1-3 4 5 5	CHARLITO M BANDAD	0	ignatur	and S	Name of Fina Position	RYLAH I	The same of the sa	Position: Date:
nated/delivered issuances, with 1-3 differentiation of the following properties of the document masterlist, stamped is separately) with 1-2 minor error in Final Average Rating Final Average Rating								The above rating has been discus
nated/delivered issuances, with 1-3 4 3 4 5 d document (Superseded documents he document masterlist, stamped is separately) with 1-2 minor error in Final Average Rating							auon for development purposes or rewards/promotion. (Note: Use additional	Dimino
1. File Management 1. File Management 1. Superseded document (Superseded documents re removed from the document masterlist, stamped "Obsolete" and filed separately) with no error in 2 hours. 3.1 115% Processed document (Superseded documents are removed from the document masterlist, stamped "Obsolete" and filed separately) with 1-2 minor error in 44444444444444444444444444444444444			Rating	Total erage I	Final Av			Raw comments and recommend
1. File Management 1. Tile Management 1. Tile Management 1. Superseded document (Superseded documents re removed from the document masterlist, stamped re removed from the document masterlist, stamped re removed from the document masterlist, stamped are removed from the document masterlist, stamped are removed from the document masterlist, stamped are removed from the document masterlist, stamped and filed separately) with 1-2 minor error in 4 4 4								
nits 3.1 115% Processed document (Superseded documents are removed from the document masterlist, stamped "Obsolete" and filed separately) with 1-2 minor error in 4 4 4							recessary:	Note: Use Additional sheet/s if n
error 2.7 130% Disseminated/delivered issuances, with 1-3 4 \(\mathcal{S} \)		4	4	4		are removed from the document masterlist, stamped "Obsolete" and filed separately) with 1-2 minor error in 3 hours.	JI'S.	
M/delivered issuances, with no error 2.7 130% Disseminated/delivered issuances, with 1-3 q q						3.1 115% Processed documents	ants	
2.7 130% Disseminated/delivered issuances, with 1-3 U 7	0			6			3. File Management	
				7		2.7 130% Disseminated/delivered issuances, with 1-3 minor error in 10 minutes	seminated/delivered issuances, with no error	