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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, AIMEE R. POLIQUIT, ADMINISTRATIVE ASSISTANT III of the OFFICE OF THE BUREAU DIRECTOR of OIL INDUSTRY MANAGEMENT BUREAU (OIMB) commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY TO JUNE 2019.

Date 25 JULY 2010

Reviewed by

Date	
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Approved by	
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Date	
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RODELA I. ROMERO
Asst. Dir., OIMB

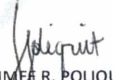


DIR. RINO E. ABAD
Officer-in-Charge, OIMB

Output	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	RATING				REMARKS
			Q ¹	E ²	T ³	A ⁴	
Updated Calendar of Appointments	Maintained daily updated appointments calendar of the official. Includes details of appointment: date, time, venue, agenda and attendees/participants (if any)		5		5	5	
	Monitored the calendared daily meeting/s or appointment/s of the official		5		5	5	
Responded to walk-in and/or telephone inquiries from internal and external clients	Responded to walk-in and/or telephone inquiries from internal and external clients		5		5	5	
	Assisted walk-in clients, answered telephone inquiries and disseminated accurate and important details to the concerned staff for immediate action/response to the concern		5		5	5	
Maintained and updated records management	Management of records maintained and updated monthly for easy retrieval.		4		4	4	
	Files are arranged per folder and are labeled correctly and should be readable to all		4		4	4	
	Documents are chronologically arranged per date of document (latest to oldest)		4		4	4	
Prepared and processed Nominations, Memorandums, Letters, Liquidation Reports, etc	Nominations, Memorandums, Letters etc. are prepared as per advised/ instructed by the official as submission, reply and for official travel. Travel reports are liquidated/prepared, processed and submitted for approval.		5		5	5	
Administrative documents processed and submitted	Obligations Requests & Disbursement Vouchers		5		5	5	
	Petty Cash Vouchers PLDT/Globe billings		5		5	5	
	Other Administrative Documents		5		5	5	
Communications received and released	Received and released official incoming/outgoing communications daily (logged indicating important details, i.e. date, sender, endorsing unit, recipient, subject/description, deadline, etc.) in the database thru excel and logbook		5		5	5	
	Received documents from the clients which were already evaluated by the technical staff and input details to a Document Tracking Sheet (DTS) thru excel and afterwards logged into the logbook or vice versa		5		5	5	
	Checked documents which are for release (if it is already signed by the signatory, date and time are provided for ISO Compliance) and scanned important documents for future reference and easy retrieval.		5		5	5	

Final Average Rating

4.75

Comments and Recommendations for Development Purposes

	Date	Assessed by	Date		Date
Discussed with		I certify that I discussed my assessment		Final Rating by	
 AIMEE R. POLIQUIT Employee		 RODELA I. ROMERO Supervisor		 DIR. RINO E. ABAD Head of Office	

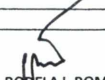


Legend: 1-Quality 2-Efficiency 3-Timeliness 4-Average




Renne 4/8/2020

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

ANNEX "B"

I, **AIMEE R. POLIQUIT**, ADMINISTRATIVE ASSISTANT III of the **OFFICE OF THE BUREAU DIRECTOR** of **OIL INDUSTRY MANAGEMENT BUREAU (OIMB)** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JULY TO DECEMBER 2019**.

Reviewed by	Date	Approved by	Date		
 RODELA I. ROMERO Asst. Dir., OIMB		 DIR. RINO E. ABAD Officer-in-Charge, OIMB	 Ratee 27 FEB 2020		
Output	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	RATING	REMARKS	
			Q ¹ E ² T ³ A ⁴		
Updated Calendar of Appointments	Maintained daily updated appointments calendar of the official. Includes details of appointment: date, time, venue, agenda and attendees/participants (if any)		5	5	
	Monitored the calendared daily meeting/s or appointment/s of the official		5	5	
Responded to walk-in and/or telephone inquiries from internal and external clients	Responded to walk-in and/or telephone inquiries from internal and external clients		5	5	
	Assisted walk-in clients, answered telephone inquiries and disseminated accurate and important details to the concerned staff for immediate action/response to the concern		5	5	
Maintained and updated records management	Management of records maintained and updated monthly for easy retrieval.		4	4	
	Files are arranged per folder and are labeled correctly and should be readable to all		4	4	
	Documents are chronologically arranged per date of document (latest to oldest)		4	4	
Prepared and processed Nominations, Memorandums, Letters, Liquidation Reports, etc	Nominations, Memorandums, Letters etc. are prepared as per advised/ instruction of the official and for the official travel of the official. Travel reports are liquidated/prepared, processed and submitted for approval.		5	5	
Administrative documents processed and submitted	Obligations Requests & Disbursement Vouchers		5	5	
	Petty Cash Vouchers		5	5	
	PLDT/Globe billings		5	5	
	Other Administrative Documents		5	5	
Communications received and released	Received and released official incoming/outgoing communications daily (logged indicating important details, i.e. date, sender, endorsing unit, recipient, subject/description, deadline, etc.) in the database thru excel and logbook		5	5	
	Received documents from the clients which were already evaluated by the technical staff and input details to a Document Tracking Sheet (DTS) thru excel and afterwards logged into the logbook		5	5	
	Checked documents which are for release (if it is already signed, date and time are provided for ISO Compliance) and scanned important documents for future reference and easy retrieval.		5	5	
Final Average Rating			4.75		

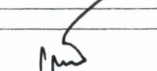
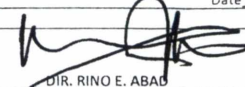
Comments and Recommendations for Development Purposes					
	Date	Assessed by	Date		Date
Discussed with	27 FEB 2020	I certify that I discussed my assessment		Final Rating by	
 AIMEE R. POLIQUIT		 RODELA I. ROMERO		 DIR. RINO E. ABAD	
Employee		Supervisor		Head of Office	

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

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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

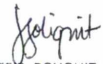

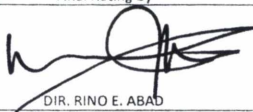
I, AIMEE R. POLIQUIT, ADMINISTRATIVE ASSISTANT III of the OFFICE OF THE BUREAU DIRECTOR (OBD) of OIL INDUSTRY MANAGEMENT BUREAU (OIMB) commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY to JUNE 2020.

Reviewed by	Date	Approved by	Date
 RODELAN J. ROMERO Asst. Dir., OIMB		 DIR. RINO E. ABAD Officer-in-Charge, OIMB	14 SEPTEMBER 2020

Output	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	RATING				REMARKS
			Q ¹	E ²	T ³	A ⁴	
Updated Calendar of Appointments	Maintained daily updated appointments calendar of the official Includes details of appointment: date, time, venue, agenda and attendees/participants (if any)		5		5	5	
	Monitored the calendared daily meeting/s or appointment/s of the official		5		5	5	
Responded to walk-in and/or telephone inquiries from internal and external clients	Responded to walk-in and/or telephone inquiries from internal and external clients		5		5	5	
	Assisted walk-in clients, answered telephone inquiries and disseminated accurate and important details to the concerned staff for immediate action/response to the concern		5		5	5	
Maintained and updated records management	Management of records maintained and updated monthly for easy retrieval		4		4	4	
	Files are arranged per folder and are labeled correctly and should be readable to all		4		4	4	
	Documents are chronologically arranged per date of document (latest to oldest)		4		4	4	
Prepared and processed (nominations, Memorandums, Letters, Liquidation Reports, etc.)	Nominations, Memorandums, Letters etc. are prepared as advised/ instructed by the official and for the official to sign if the official. Travel reports are prepared, processed and submitted for approval		5		5	5	
Administrative documents processed and submitted	Obligations Requests & Disbursement Vouchers		5		5	5	
	Petty Cash Vouchers		5		5	5	
	PLDT/Globe billings		5		5	5	
	Other Administrative Documents		5		5	5	
Communications received and released	Received and released incoming/outgoing communication daily (logged indicating important details, i.e. date, sender, endorsing unit, recipient, subject/description, deadline, etc.) in the database thru excel and logbook		5		5	5	
	Received documents from the clients which were already evaluated by the technical staff and input details to a Document Tracking Sheet (DTS) thru excel and afterwards logged into the logbook		5		5	5	
	Checked documents which are for release (if it is already signed, date and time are provided for full compliance) and scanned important documents for future reference and easy retrieval		5		5	5	

Final Average Rating

4.75

Comments and Recommendations for Development Purposes					
	Date	Assessed by	Date		Date
Discussed with		I certify that I discussed my assessment		Final Rating by	
					
AIMEE R. POLIQUIT		RODE A. J. ROMERO		DIR. RINO E. ABAD	
Employee		Supervisor		Head of Office	

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

ANNEX "B"

_____ *Hatigant* _____
Retee
Date 22 FEB 2002

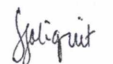
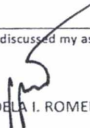
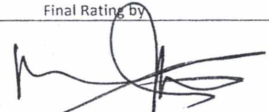
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DIR. RINO E. ABAD
Officer-in-Charge, OIMB

Final Average Rating

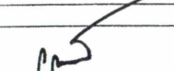

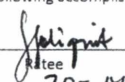
Comments and Recommendations for Development Purposes					
	Date	Assessed by	Date		Date
Discussed with	22 FEB 2021	I certify that I discussed my assessment		Final Rating by	
 AIMEE R. POLIQUIT		 RODELA I. ROMERO		 DHR. RINO E. ABAD	
Employee		Supervisor		Head of Office	

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

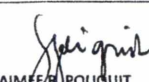
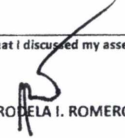
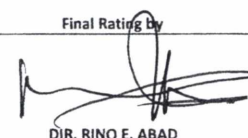
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

ANNEX "B"

I, **AIMEE R. POLIQUIT**, ADMINISTRATIVE ASSISTANT III of the OFFICE OF THE BUREAU DIRECTOR (OBD) of OIL INDUSTRY MANAGEMENT BUREAU (OIMB) commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2021**.

Reviewed by	Date	Approved by	Date
 RODELA I. ROMERO Asst. Dir., OIMB		 DIR. RINO E. ABAD Officer-in-Charge, OIMB	 Date 20-AUG-21

Output	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	RATING				REMARKS
			Q ¹	E ²	T ³	A ⁴	
Responded to walk-in and/or telephone inquiries from internal and external clients	To respond to walk-in and/or telephone inquiries from internal and external clients	All walk-in clients and/or telephone inquiries from internal and external clients were responded politely and accordingly;	5		5	5	
	To assist walk-in clients, answers telephone inquiries and disseminates accurate and important details to the concerned staff for immediate action/response to the concern	Disseminated accurate and important details to staff for their information and appropriate action	5		5	5	
Maintained and updated records management	To manage records through maintaining and updating monthly for easy retrieval.	Organized records are maintained and updated monthly for easy retrieval	4		4	4	
	To arrange files per folders, correctly labeled and should be readable to all	Files are arranged per folder and are labeled correctly	4		4	4	
	Documents are chronologically arranged per date of document (latest to oldest)	Files are arranged per category, by year and per date of the document (latest to oldest)	4		4	4	
Prepared and processed Nominations, Memoranda, Letters, Liquidation Reports, etc	To prepare Nominations, Memoranda, Letters etc. are as per advised/ instruction of the official and for the official travel of the official. To liquidate/ prepare, process and submit travel reports for approval.	Nominations, memoranda, letters, etc were prepared/liquidated and submitted travel reports for approval in connection to the advised/instruction of the official and corresponding official travel	5		5	5	
Administrative documents processed and submitted	Obligations Requests & Disbursement Vouchers	Obligations Requests & Disbursement Vouchers, PLDT/Globe	5		5	5	
	PLDT/Globe billings	billings and other administrative documents were processed	5		5	5	
	Other Administrative Documents	timely and every month.	5		5	5	
Communications received and released	To receive and release official incoming/outgoing communications daily (logs indicating important details, i.e. date, sender, endorsing unit, recipient,subject/description, deadline, etc.) in the database thru excel and logbook	All incoming/outgoing official documents were received and released appropriately; logged important details, i.e. date, sender, endorsing unit, recipient,subject/description, deadline, etc.) in the database thru excel and logbook	5		5	5	
	To receive documents from the clients which were already evaluated by the technical staff and input details to a Document Tracking Sheet (DTS) thru excel and afterwards logged into the logbook	All documents received from the clients after evaluation of the technical staff were properly received and logged into the logbook and inputted details to a Document Tracking Sheet (DTS)	5		5	5	
	To check documents which are for release (if it is already signed, date and time are provided for ISO Compliance) and scan important documents for future reference and easy retrieval.	All documents were thoroughly checked (if it is already signed, date and time are provided for ISO Compliance) and scanned important documents for easy retrieval and future reference	5		5	5	
Final Average Rating			4.75				

Comments and Recommendations for Development Purposes					
	Date	Assessed by	Date		Date
Discussed with		I certify that I discussed my assessment		Final Rating By	
 AIMER POLIQUIT	20- AUG - 21	 RODELA I. ROMERO		 DIR. RINO E. ABAD	
Employee		Supervisor		Head of Office	

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