INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) 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. Reviewed by Approved by RODELA I. ROMERO Asst Dir., OIMB Officer-in-Charge, OIMB SUCCESS INDICATORS RATING Output **Actual Accomplishments** REMARKS (TARGETS + MEASURES) Q1 A4 Maintained daily updated appointments calendar of the official. Includes details of appointment: date, time, venue, agenda and attendees/participants (if any) Updated Calendar of Appointments Monitored the calendared daily meeting/s or appointment/s of 5 5 the official Responded to walk-in and/or telephone inquiries from internal 5 5 Responded to walk-in and/or telephone Assisted walk-in clients, answered telephone inquiries and inquiries from internal and external clients disseminated accurate and important details to the concerned 5 5 staff for immediate action/response to the concern Management of records maintained and updated monthly for 4 Files are arranged per folder and are labeled correctly and should Maintained and updated records management be readable to all Documents are chronologically arranged per date of document 4 Δ (latest to oldest) Nominations, Memorandums, Letters etc. are prepared as per advised/instructioned by the official as submission, reply and for Prepared and processed Nominations. 5 5 official travel. Travel reports are liquidated/prepared, processed Memorandums, Letters, Liquidation Reports, etc and submitted for approval. Obligations Requests & Disbursement Vouchers Administrative documents processed and Petty Cash Vouchers 5 5 5 submitted PLDT/Globe billings Other Administrative Documents 5 5 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 5 5 5 database thru excel and logbook Received documents from the clients which were already Communications received and released evaluated by the technical staff and input details to a Document 5 5 Tracking Sheet (DTS) thru excel and afterwards logged into the logbook or vice versa Checked documents which are for release (if it is already signed by the signatory, date and time are provided for ISO Compliance) and 5 5 5 scanned important documents for future reference and easy retrieval. 4.75 Final Average Rating

| Comments and Recommendations for Developm | ent Purposes | | | | |
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| | Date | Assessed by | Date | | Date |
| | | | | Final Rating by | |
| Discussed with | | I certify that I discussed my assessment | | \sim | |
| AIMER R. POLIQUIT | | ROJELA I. ROMERO | | DIR. RINO E. ABAD | |
| Employee | | Supervisor | | Head of Office | |

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

Reyne 4/8/2020

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) ANNEX "B" , 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 RODELA I. ROMERO DIR. RINO E. ABAD Asst. Dir., OIMB Officer-in-Charge, OIMB RATING SUCCESS INDICATORS REMARKS Output **Actual Accomplishments** (TARGETS + MEASURES) Q1 T³ A⁴ Maintained daily updated appointments calendar of the official. Includes details of appointment: date, time, venue, agenda and attendees/participants (if any) Updated Calendar of Appointments Monitored the calendared daily meeting/s or appointment/s of 5 5 5 the official Responded to walk-in and/or telephone inquiries from internal 5 5 5 and external clients Responded to walk-in and/or telephone Assisted walk-in clients, answered telephone inquiries and inquiries from internal and external clients disseminated accurate and important details to the concerned 5 5 5 staff for immediate action/response to the concern Management of records maintained and updated monthly for 4 4 4 easy retrieval. Files are arranged per folder and are labeled correctly and should Maintained and updated records management 4 4 4 be readable to all Documents are chronologically arranged per date of document 4 4 4 (latest to oldest) Nominations, Memorandums, Letters etc. are prepared as per advised/instruction of the official and for the official travel of the repared and processed Nominations, 5 5 official. Travel reports are liquidated/prepared, processed and Memorandums, Letters, Liquidation Reports, etc submitted for approval. Obligations Requests & Disbursement Vouchers Administrative documents processed and Petty Cash Vouchers 5 5 5 submitted PLDT/Globe billings 5 5 Other Administrative Documents Received and released official incoming/outgoing communications daily (logged indicating important details, i.e. date, sender, 5 5 endorsing unit, recipient, subject/description, deadline, etc.) in the database thru excel and logbook Received documents from the clients which were already Communications received and released evaluated by the technical staff and input details to a Document 5 5 5 Tracking Sheet (DTS) thru excel and afterwards logged into the Checked documents which are for release (if it is already signed, 5 5 5 date and time are provided for ISO Compliance) and scanned important documents for future reference and easy retrieval. 4.75 Final Average Rating

| Comments and Recommendations for Development Purposes | | | | | | | |
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| [·. | | 1 4.5 | | 4 1/2 | | | |
| Joliquit | 27 FEB 2020 | RODELA I. ROMERO | | | | | |
| AIMEE R. POLIQUIT | | RODELA I. ROIVIERO | | DIR. RINO E. ABAD | | | |
| Employee | | Supervisor | | Head of Office | | | |

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



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

Dir. RINO E. ABAD

Officer-in-Charge, OIMB

Output

Success Indicators

(TARGETS + MEASURES)

Actual Accomplishments

Q¹

E²

T³

A⁴

REMARKS

| | ASST. Wr., OIIVIB | | | | | | |
|---|---|------------------------|----------------|----------------|----------------|----------------|---------|
| Output | SUCCESS INDICATORS | Actual Accomplishments | RATING | | | | REMARKS |
| Output | (TARGETS + MEASURES) | Actual Accomplishments | Q ¹ | E ² | T ³ | A ⁴ | REMARKS |
| | | | | | | | |
| | Maintained daily updated appointments calendar of the official. | | 5 | | 5 | 5 | |
| | Includes details of appointment: date, time, venue, agenda and | | | | | | |
| Updated Calendar of Appointments | attendees/participants (if any) | | | | | | |
| | Monitored the calendared daily meeting/s or appointment/s of | | 5 | | 5 | 5 | |
| | the official | | | | | | |
| | Responded to walk-in and/or telephone inquiries from internal | | 5 | | 5 | 5 | |
| | and external clients | | 5 | | 5 | 5 | |
| lesponded to walk-in and/or telephone | Assisted walk-in clients, answered telephone inquiries and | | | | | | |
| nquiries from internal and external clients | disseminated accurate and important details to the concerned | | 5 | | 5 | 5 | |
| | staff for immediate action/response to the concern | | 3 | | , | | |
| | | | | | | | |
| | Management of records maintained and updated monthly for | | 4 | | 4 | 4 | |
| | easy retrieval. | | | | | | |
| Maintained and updated records management | Files are arranged per folder and are labeled correctly and should | | 4 | | 4 | 4 | |
| valitailed and updated records management | be readable to all | | 4 | | 4 | 4 | |
| | Documents are chronologically arranged per date of document | | 4 | | 4 | 4 | |
| | (latest to oldest) | | - | | 4 | - | |
| | Nominations, Memoranes es, Intersets, are prepared as per | | | | | | |
| repared and processed from nations. | adviced/ instruction of the official and for the official travel of the | | | | | | |
| demonandums, Letters, Liquidation Reports, etc. | official Travel reports are insuremed/prepared processed and | | 5 | | 5 | 5 | |
| are some responsibility, and the state of the production of the state | submitted for apple sal | | | | | | |
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| | Obligations Requests & Dispursement Vouchers | | 5 | | 5 | 5 | |
| Administrative documents processed and | Petty Cash Vouchers | | 5 | | 5 | 5 | |
| submitted | PLDT/Globe billings Other Administrative Documents | | 5 | | 5 | 5 | |
| | Other Administrative Documents | | 3 | | | 3 | |
| | Received and released off a stimulaming/outgoing commitment is a | | | | | | |
| | daily (logged indicating any outer) details, i.e. date, souger. | | | | | | |
| | endorsing unit, recipient our ject/description, deadline, etc. hin the | | 5 | | 5 | 5 | |
| ്റവണധാരമ tions received and released | database thru excel and legbook | | , | | , | | |
| | ostabase that extension rosporer | | | | | 1 | |
| | | | | | | - | |
| | Received documents from the clients which were already | | | | | | |
| | evaluated by the technical staff and input details to a Document | | 5 | | 5 | 5 | |
| | Tracking Sheet (DTS) this excellent afterwards logged into the | | | | | | |
| | logbook | | | | | | |
| | | | | | | | |
| | Checked documents which are for release (if it is already signed | | 5 | | 5 | 5 | |
| | date and time are provided for ISO Compliance) and scanned | | | | | | |
| | important documents for future reference and easy retneval | | | L | | | |

Final Average Rating 4.75

| Comments and Recommendations for Development Purposes | | | | | | | |
|---|------|------------------------------|------|----------------------------------|------|--|--|
| | | | | | | | |
| | Date | Assessed by | Date | Final Rating by | Date | | |
| Discussed with AIMEE'R. POLIQUIT Employee | | RODE A I. ROMERO Supervisor | | DIR. RINO E. ABAD Head of Office | | | |

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) ANNEX "B" 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 JULY TO DECEMBER 2020. Reviewed by Date Approved by RODELA I. ROMERO DIR. RINO E. ABAD Officer-in-Charge, OIMB Asst. Dir., OIMB SUCCESS INDICATORS RATING Actual Accomplishments Output REMARKS (TARGETS + MEASURES) Δ4 Q1 All walk-in clients and/or telephone inquiries from internal To respond to walk-in and/or telephone inquiries from internal 5 5 5 and external clients were responded politely and accordingly; To assist walk-in clients, answers telephone inquiries and Responded to walk-in and/or telephone inquiries from internal and external clients Disseminated accurate and important details to staff for their disseminates accurate and important details to the concerned 5 5 staff for immediate action/response to the concern information and appropriate action To manage records through maintaining and updating monthly Organized records are maintained and updated monthly for Δ 4 for easy retrieval. easy retrieval To arrange files per folders, correctly labeled and should be Maintained and updated records management 4 4 4 readable to all Files are arranged per folder and are labeled correctly Documents are chronologically arranged per date of document Files are arranged per category, by year and per date of the 4 4 (latest to oldest) document (latest to oldest) To prepare Nominations, Memoranda, Letters etc. are as per Nominations, memoranda, letters, etc were advised/instruction of the official and for the official travel of Prepared and processed Nominations, prepared/liquidated and submitted travel reports for approval the official. To liquidate/ prepare, process and submit travel 5 Memoranda, Letters, Liquidation Reports, etc in connection to the advised/instruction of the official and reports for approval. corresponding official travel Obligations Requests & Disbursement Vouchers Obligations Requests & Disbursement Vouchers, PLDT/Globe Administrative documents processed and billings and other administrative documents were processed PLDT/Globe billings 5 submitted Other Administrative Documents timely and every month. 5 To receive and release official incoming/outgoing communications daily (logs indicating important details, i.e. All incoming/outgoing official documents were received and date, sender, endorsing unit, recipient, subject/description. released appropriately; logged important details, i.e. date, 5 5 5 deadline, etc.) in the database thru excel and logbook sender, endorsing unit, recipient, subject/description, deadline, etc.) in the database thru excel and logbook To receive documents from the clients which were already All documents received from the clients after evaluation of the Communications received and released evaluated by the technical staff and input details to a Document technical staff were properly received and logged into the Tracking Sheet (DTS) thru excel and afterwards logged into the logbook and inputted details to a Document Tracking Sheet logbook (DTS To check documents which are for release (if it is already signed, All documents were thoroughly checked (if it is already signed, 5

date and time are provided for ISO Compliance) and scanned

important documents for easy retrieval and future reference

Final Average Rating

date and time are provided for ISO Compliance) and scan

important documents for future reference and easy retrieval.

4.75

| Comments and Recommendations for Developme | ent Purposes | | | | |
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| Holiquet | 22 FEB 2021 | 1 | | | |
| Moced and | 72 125 WU | RODELA I. ROMERO | | | |
| AIMEE R. POLIQUIT | | 11 | | DIR. RINO E. ABAD | |
| | | Supervisor | | Head of Office | |
| Employee | | Jupervisor | | Tread of Office | |

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

ANNEX "B" 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 RODELA I. ROMERO Asst. Dir., OIMB Officer-in-Charge, OIMB SUCCESS INDICATORS Output **Actual Accomplishments** REMARKS (TARGETS + MEASURES) Q1 T³ A4 All walk-in clients and/or telephone inquiries from internal and To respond to walk-in and/or telephone inquiries from internal 5 5 5 external clients were responded politely and accordingly; and external clients Responded to walk-in and/or telephone To assist walk-in clients, answers telephone inquiries and inquiries from internal and external clients Disseminated accurate and important details to staff for their disseminates accurate and important details to the concerned 5 5 5 staff for immediate action/response to the concern information and appropriate action To manage records through maintaining and updating monthly Organized records are maintained and updated monthly for 4 4 4 for easy retrieval. easy retrieval To arrange files per folders, correctly labeled and should be Maintained and updated records management 4 4 4 readable to all Files are arranged per folder and are labeled correctly Documents are chronologically arranged per date of document Files are arranged per category, by year and per date of the 4 4 (latest to oldest) document (latest to oldest) To prepare Nominations, Memoranda, Letters etc. are as per Nominations, memoranda, letters, etc were advised/instruction of the official and for the official travel of Prepared and processed Nominations, prepared/liquidated and submitted travel reports for approval the official. To liquidate/ prepare, process and submit travel 5 5 5 Memoranda, Letters, Liquidation Reports, etc in connection to the advised/instruction of the official and reports for approval. corresponding official travel **Obligations Requests & Disbursement Vouchers** Obligations Requests & Disbursement Vouchers, PLDT/Globe 5 5 5 Administrative documents processed and PLDT/Globe billings billings and other administrative documents were processed 5 5 5 submitted Other Administrative Documents timely and every month. 5 5 5 To receive and release official incoming/outgoing communications daily (logs indicating important details, i.e. All incoming/outgoing official documents were received and date, sender, endorsing unit, recipient, subject/description, 5 5 5 released appropriately; logged important details, i.e. date, deadline, etc.) in the database thru excel and logbook sender, endorsing unit, recipient, subject/description, deadline, etc.) in the database thru excel and logbook To receive documents from the clients which were already All documents received from the clients after evaluation of the Communications received and released evaluated by the technical staff and input details to a Document technical staff were properly received and logged into the 5 5 5 Tracking Sheet (DTS) thru excel and afterwards logged into the logbook and inputted details to a Document Tracking Sheet logbook To check documents which are for release (if it is already signed, All documents were thoroughly checked (if it is already signed, 5 5 5 date and time are provided for ISO Compliance) and scan date and time are provided for ISO Compliance) and scanned important documents for future reference and easy retrieval. important documents for easy retrieval and future reference Final Average Rating 4.75

| Comments and Recommendations for Development Purposes | | | | | | | |
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| Xeli grust | 20- AUG-21 | RODELA I. ROMERO | | | | | |
| AIMEE POPOLIQUIT | 7 | To The state of th | | DIR. RINO E. ABAD | | | |
| | | Supervisor | | Head of Office | | | |
| Employee | | Super visor | | | | | |

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

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