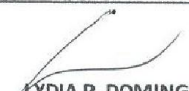
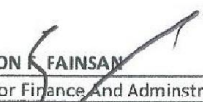


METROPOLITAN MANILA DEVELOPMENT AUTHORITY
Division Performance Commitment and Review Form (DPCR)

I, **TERESITA F. OCTOBRE**, of the **Personnel Benefits Division**, of **Administrative Service** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period **January 1, 2016 to June 30, 2016**.

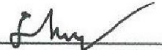
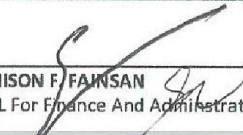
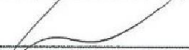

TERESITA F. OCTOBRE
 Rate

Date : _____

REVIEWED BY:	DATE	APPROVED BY:	DATE	RATING
 LYDIA P. DOMINGO Director III, ADMIN SERVICE		 EDENISON F. FAINSAN ASSISTANT GENERAL For Finance And Administration		9.50 - 10.0 Outstanding (O)
				7.51 - 9.49 Very Satisfactory (VS)
				4.01 - 7.50 Satisfactory (S)
				2.01 - 4.00 Unsatisfactory (US)
				2.00 - Below Poor

Output	Success Indicator (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Strategic Priority No.:							
Output 1 Systematic Effective and efficient delivery, of quality public service							
Core Function:							
Personnel Benefits / Systems And Documents							
Output 1 Administer the Processing of documents / GSIS , PHILHEALTH , PAG-IBIG , CSC , BIR , Terminal leave , etc	2030 Documents / Claims processed with Complete Documents	20,000 Documents processed	10	10	8	9.333	
Output 2 Provision / Promotion of Primary Health Care and Benefits	200 Documents processed	350 Document Processed / Records review / updated	10	8	10	9.333	
Output 3 Review / Checks / Update Records	200 personnel record corrected & consolidated	300 Records reviewed / updated	8	10	10	9.333	
Output 4 Reviews / Checked / initialed / signed Application for Leave , Salary Payroll , Application for Retirement etc.	20,000 AFL's & DRT's certified & Salary Payroll Signed	58,054 Leave and payroll review / initialed / signed documents	10	10	10	10	
Output 5 Draft / Prepared Transmittal letter / replay letter / Memorandum / office and Special Order & etc.	310 Letter / Memorandum / Office & Special Order Prepared	430 Document prepared	8	10	10	9.333	
Final Average Rating						9.466	VS

Comments and Recommendations for Development Purpose

Discussed with	Date	Assessed by	Date	Final Ranking By	DATE
 TERESITA F. OCTOBRE HRMO - V ADMINISTRATIVE SERVICE		I certify that I discussed my assessment of the performance with the employee		 EDENISON F. FAINSAN ASSISTANT GENERAL For Finance And Administration	
		 LYDIA P. DOMINGO DIRECTOR III ADMINISTRATIVE SERVICE			

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