

Metropolitan Manila Development Authority  
**Division Performance Commitment and Review Form (DPCR)**

I, **MARINA I. MADRID**, of the Personnel Transaction 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 for the period to January - June 2016.

*M. I. Madrid*  
**MARINA I. MADRID**  
 Ratee

Date: \_\_\_\_\_

<b>Reviewed by:</b>	<b>Date</b>	<b>Approved by:</b>	<b>Date</b>	<b>Rating Scale:</b>
<i>Lydia P. Domingo</i> <b>LYDIA P. DOMINGO</b>		<i>Edenison F. Fainsan</i> <b>EDENISON F. FAINSAN</b>		9.50 - 10.0 Outstanding (O)
Director III, Adm. Serv.		AGM for Finance & Administration		7.51 - 9.49 Very Satisfactory (VS)
				4.01 - 7.50 Satisfactory (S)
				2.01 - 4.00 Unsatisfactory (US)
				2.00 - below Poor (P)

Output	Success Indicator (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Strategic Priority No.:</b>							
Effective & Efficient delivery of quality public service							
<b>Core Function:</b>							
<b>Appointments and Documents</b>							
1. Administer the Processing of documents / issuance of Appointments (Original, Promotion, Renewal, Job Order Contract)	2000 appointment/ contracts processed with complete documents	3162 documents processed	10	10	8	9.333	
2. Reviewed/Checks/Update Records	200 personnel records corrected & consolidated	300 Records reviewed/updated	8	10	10	9.333	
3. Reviewed/Checked / initialed/ signed Application for leave ,salary payroll, application for retirement etc.	2000 AFL certified & Salary payroll signed	2650 leave and salary payroll reviewed/initialed/signed documents	8	10	10	9.333	
4. Draft/ prepared Transmittal letter / reply Letter/ Memorandum /office and Special Order & etc.	300 Letters /Memorandum/ Office & Special Order prepared	425 documents prepared	8	10	10	9.333	
<b>Final Average Rating</b>						9.333	VS

*Comments and Recommendation for Development Purposes*

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
I certify that I discussed my assessment of the performance with the employee.					
<i>M. I. Madrid</i> <b>MARINA I. MADRID</b> Employee		<i>Lydia P. Domingo</i> <b>LYDIA P. DOMINGO</b> Director III, Admin. Serv.		<i>Edenison F. Fainsan</i> <b>EDENISON F. FAINSAN</b> AGM for Fin. & Adm.	

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