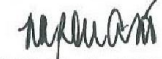




Municipal Manila Development Authority
Division Performance Commitment and Review Form (DPCR)

I, **NELIA A. SORIANO**, of the **Records 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**.


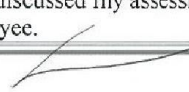


NELIA A. SORIANO
 Ratee

Date: _____

Reviewed by:	Date	Approved by:	Date	Rating Scale:
 LYDIA P. DOMINGO Immediate Supervisor		 ASEC. EDENISON F. FAINSAN AGM for Finance & 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 INDICATORS (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q1	E2	T3	A4	
Strategic Priority No. :							
Core Function:							
Output 1 Supervises & reviews accomplished work and all activities of the Division as to accuracy and completeness	3,360 no. of activities supervised	9,118 or 271% accomplished	10	8	10	9.33	
Output 2 Certifies copies of administrative issuances and official documents for dissemination	600 no. of communications certified	13,935 or 1161% accomplished	10	10	10	10	
Output 3 Reviews communications/letters for mailing.	600 no. of communications/letters reviewed	600 or 100% accomplished	10	10	8	9.33	
Output 4 Reviews and submits reports to the Director, Administrative Service	78 no. of reports reviewed and submitted	90 or 115% accomplished	10	8	10	9.33	
Final Average Rating						9.49	Very Satisfactory

Comments & Recommendations for Development Purpose

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
 NELIA A. SORIANO Employee		 LYDIA P. DOMINGO Director III, Admin. Service		 ASEC. EDENISON F. FAINSAN AGM for Finance & Administration	

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