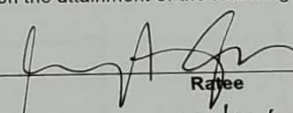


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MONIQUE B. APAGALANG**, of the **Field Enforcement Division, Law Enforcement Service**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 01 to December 31, 2022**.

  
 Date: 02/14/2023

Reviewed by:	Date:	Aproved by:	Date
<b>JOEL V. YBANEZ</b> Immediate Supervisor		<b>EARISH H. LIM</b> Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
<b>Strategic Priority:</b>							
Prepare communication, Office Orders, Memoranda, Travel Order, and other correspondence needed in the Law Enforcement Service.	Convey instruction, directives, and information through preparation of communication, Office Orders, Memoranda, Travel Order, and other correspondence with clarity.	Prepared and submitted communication, Office Orders, Memoranda, Travel Orders, and other correspondence with quality, timeliness, and most of the time according to conditions.	5	4	5	4.67	
Prepare Field Enforcement Division's reportorial requirements.	Prepare and submit reportorial requirements of the Field Enforcement Division with accuracy and punctuality.	Prepared and submitted reportorial requirements of the Field Enforcement Division with accuracy of the data with timeliness and most of the time according to conditions.	4	5	4	4.33	
Assist in the preparation of Project Profiles in relevance to the implementation of plans and programs of the Field Enforcement Division	Prepare and submit Project Profiles/Plans with complete information about the project within the given timeline or deadline.	Prepared and submitted Project Profiles/Plans with complete information and in accordance to conditions.	4	4	4	4.00	
<b>Core Function:</b>							
Augment field enforcement teams during Special Operations or as needed per instruction of the Chief, Field Enforcement Division.	Apprehend violators of RA 4136, as amended, and other special land transportation laws, rules and regulations.	Issued properly filled-out Temporary Operator's Permit with accuracy and without delay.	4	5	4	4.33	
		Prepared and submitted Apprehension Report with timeliness and always according to conditions.					

Port Function:							
Recording/Arrangement of Appointments and Schedule of Official concerns	All appointments/schedule of activities/meetings are properly recorded and arranged with complete information; no overlapping	Informed LES Officials of their schedule commitments, meetings, and activities most of the time according to conditions.	4	4	4	4.24	
Head Secretariat for LTO Road Safety Interactive Center Project	Assist the LTO PMT in the implementation of project with efficiency and without delay.	Assisted in the routing of required documents for the implementation of the project with efficiency and punctuality to schedule. Ensured completeness of documentary requirements submitted to the Finance Division for payment of the corresponding Milestone of the project without delay.	5	4	4	4.33	
Head Secretariat for LTO IT Training Hub Project	Assist the LTO PMT in the implementation of project with efficiency and without delay.	Sorted and filed documents relative to the execution of the project.	4	5	4	4.33	
Final Average Rating			4.29	4.43	4.14	4.29	

#### Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
MONIQUE B. APAGALANG Employee		I certify that I discussed my assessment of the performance with the employee. JOEL V. YBAÑEZ Immediate Supervisor		FARISH H. LIM Head of Division	

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory

4 - Average

4 - Very Satisfactory

5 - Outstanding