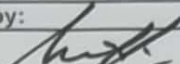


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

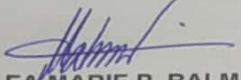

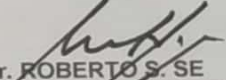
I, LEA MARIE P. Balmes, Transportation Regulation Officer II of the FIELD ENFORCEMENT DIVISION (FED), LES, LTO-CO committed to deliver and agree to be rated on the attainment of the following targets in accordance with the measures for the period **NOVEMBER-DECEMBER 2022**.


LEA MARIE P. Balmes
Ratee

Date: FEB. 23, 2023

| | | | |
|---|------|--|------|
| Reviewed by: | Date | Approved by: | Date |
|  FARISH H. LIM OIC, Field Enforcement Division | |  Engr. ROBERTO S. SE OIC, Law Enforcement Service | |

| MFO/PAP | SUCCESS FACTOR (Target + Measure) | ACTUAL ACCOMPLISHMENTS | RATING | | | | REMARKS |
|---|--|--|----------------|----------------|----------------|----------------|---------|
| | | | Q ¹ | E ² | T ³ | A ⁴ | |
| STRATEGIC PRIORITY | | | | | | | |
| Prepare Non-Routine Communications | 100% drafts and finalize briefing memos and reply letters with no revisions or deficiencies; presented; organized according to instructions. | 90% drafts and finalize briefing memos and reply letters with no revisions or deficiencies; presented; organized according to instructions | 4 | 4 | 4 | 4 | |
| CORE FUNCTIONS | | | | | | | |
| Manages the yearly Project Procurement Management Plan, Seat Belt Fund as well as preparation and monitoring of purchase requests for supplies, equipment, and cash advances for the use of the Field Enforcement Division. | 100% of purchase requests are adequately prepared, monitored, and delivered by the required deadline. | 90% of purchase requests are adequately prepared, monitored, and delivered by the required deadline. | 4 | 4 | 4 | 4 | |
| Coordinates with respective departments in returning "unserviceable items" | 100% Making sure that all items have complete paperwork and are properly returned to Equipment Unit. | 90% Making sure that all items have complete paperwork and are properly returned to Equipment Unit. | 4 | 4 | 4 | 4 | |

| OUTPUT | SUCCESS FACTOR (Target + Measure) | ACTUAL ACCOMPLISHMENTS | RATING | | | | REMARKS |
|---|--|---|----------------|---|----------------|----------------|---------|
| | | | Q ¹ | E ² | T ³ | A ⁴ | |
| SUPPORT FUNCTIONS | | | | | | | |
| Recording / Arrangement of Appointments and Schedule of Official Concerns | 100% of appointments and schedules of activities/meetings are properly recorded and arranged with complete information; no overlaps. | 90% of appointments and schedules of activities/meetings are properly recorded and arranged with complete information; no overlaps. | 4 | 4 | 4 | 4 | |
| Performing of tasks assigned from time to time by immediate supervisor | 100% performs and delivers tasks assigned by superior officers. | 90% performs and delivers tasks assigned by superior officers. | 4 | 4 | 4 | 4 | |
| Final Average Rating | | | 4 | 4 | 4 | 4 | |
| Comments and Recommendations for Development Purposes | | | | | | | |
| | | | | | | | |
| Discussed With | Date | Assessed By | Date | Final Ranking by | Date | | |
|  LEA MARIE P. BALMES Transportation Regulation Officer II | FEB. 23, 2023 | I certify that I discussed my assessment of the performance with the employee.  FARISH H. LIM OIC, Field Enforcement Division | |  Engr. ROBERTO S. SE OIC, Law Enforcement Service | | | |
| Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average | | | | | | | |
| Rating: 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding | | | | | | | |