

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JOEL V. YBAÑEZ**, 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**.

Ratee

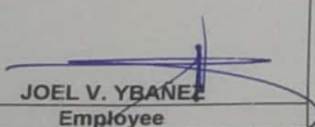
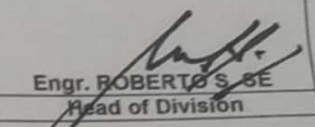
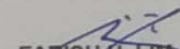
Date:

Reviewed by:	Date:	Aproved by:	Date
FARISH H. LIM Immediate Supervisor		Engr. ROBERTO S. SE Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Supervise the activities of the FED Enforcers, Deputized Enforcers, and Office Staff relative to the implementation of various Land Transportation Laws, Rules and Regulations.	Ensure that the provision cited under various Transportation Laws, Rules, and Regulations are properly implemented according to the existing guidelines/protocols of this Office	Conducted regular monitoring, random briefing, and always reminding law enforcers to adhere on the existing protocols.	5	4	5	4.67	
Review incoming and outgoing documents, communication letters, preparation of non-routine communications and recommend appropriate action to the FED Chief and LES Director.	Ensure that the informations in the documents are complete, accurate, concise, and Complete Staff Work (CSW) shall always observed	All correspondences and official documents are reviewed immediately and always according to the conditions.	5	4	5	4.67	
Supervise and review the Project Plan of the Field Enforcement Division based on the existing rules, policies and procedure	Ensure that the information in the project plan are complete, accurate, concise, and accordance to the project requirements, procedure and pertinent laws, rules and regulations	Always reviewed the Project Plan according to the conditions and immediately submitted for approval without delay.	4	4	4	4	

Core Function:							
Review and Approved the request for Accountable forms from the Supply Unit (TOP and IRMV)	Ensure that the preparation of requisition and issue slip (RIS) is complete, correct, accurate, and no error	RIS prepared and submitted to Supply Unit regularly and ontime upon inventory balance reaches the 25% buffer stock.	4	5	5	4.67	
Supervise the issuance of Temporary Operators Permit (TOP) and Impounding Receipt of Motor Vehicle (IRMV)	Ensure that the issuance of TOP/IRMV to Law Enforcers are correct, accurate, and the serial number is in sequential order	Issuance of TOP/IRMV regularly monitored and always following the conditions accurately	5	5	5	5.00	
Support Function:							
Coordination with other Offices/Agencies/Entities	Proper representation of the Division, complete, and clear information with satisfactory feedback.	Very satisfactory represented the Office according to the conditions	5	5	5	5.00	
DOES OTHER TASK (Attend Meetings, Member-Disposal Committee on Impounded Motor Vehicles, Designated as Committee Chairman for Inspection and Acceptance Committee for the LTO IT Training Hub Project and Road Safety Interactive Center Project, and Learning Service Provider/Resource Person-Deputation Training Seminar)	Acts correctly and without delay upon instruction.	Carried out promptly and correctly all instructions most of the time according to conditions.	5	5	5	5.00	
Final Average Rating			4.71	4.57	4.86	4.71	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 JOEL V. YBANEZ Employee		I certify that I discussed my assessment of the performance with the employee.		 Engr. ROBERTO S. SE Head of Division	
		 FARISH H. LIM			
		Immediate Supervisor			

Legend Rating
 1 - Quality
 2 - Efficiency
 3 - Timeliness
 4 - Average
 5 - Outstanding
 1 - Poor
 2 - Unsatisfactory
 3 - Satisfactory
 4 - Very Satisfactory