INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, CELINA B. LUNAR, of the Intelligence and Investigation Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to October 2022.

CELINAB. LUNAR

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Ad	ımıını	stra	live /	ASSIST	ant II

Reviewed by:	Date	Approved by :					Date
REMANTE G. MEUTANTE		Atty. CLARENCE V. GUINTO 8/14/22					
Immediate Supervisor/Chief, IID		birec	tor, LES				
			5 4	-	Outstand Very Sat	ding isfactory	
			2		Satisfact Unsatisfa		
		The state of the s	1 Poor				
Strategic Priority Strategic Priority					Ratings		Remark
OUTPUT 1	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Q	Ε	Т	А	Kemarks
	Records outgoing communications for dissemination to the parties concerned and filing thereof with 98% of completeness	98% of outgoing communications were recorded, filed and disseminated to the parties concerned.	4	4	4	4	
RECORD MANAGEMENT	Records and arranges case for scheduling of activities and retrieval of cases with 95% of completeness.	98% of scheduled activities were recorded and arranged and the cases were retrieved completely.	4	4	4	4	
	Encodes data for computerized recording and generates reports with 95% completeness	98% of data for computerized recording were encoded and generated reports	4	4	4	4	

OUTPUT 2							
SECRETARIAT	Answers telephone calls and attends to the complaints/queries of walk-in clients with 90% of completeness	95% of telephone calls were answered and attended to the complaints/queries of walk-in clients.	4	4	4	4	
	Disseminates/relays memoranda and other important messages to superior and co-employees with 95% completeness.	98% of memoranda and other important messages were disseminated and relayed to superior and co-employees.	4	4	4	4	
Core Function							
OUTPUT 1							
PREPARATION OF COMMUNICATIONS	Prepares correspondences, letters, reports, memoranda and indorsements with 95% completeness	98% of all kinds of communications were prepared on time and forwarded to concerned parties/offices.	4	4	4	4	
OUTPUT 2							
COORDINATION AND FOLLOW-UP WORKS	Coordinates and submits documents/reports to the Ombudsman, Courts and other government agencies according to deadline with 95% of completion	98% of documents/reports were properly coordinated and submitted to the Ombudsman, Courts and other government agencies.	4	4	4	4	
Support Function							
OUTPUT 1						hilino, un	
DOCUMENTATION	Reproduces official documents and sorts cases for filing and safekeeping with 95% completeness	98% of official documents were reproduced, sorted and filed for safekeeping	4	4	4	4	
FINAL AVERAGE RATING			32	32	32	4	
ADJECTIVAL RATING		Very Satisfactory			TEL		



Comments and Recommendation fo	r Development Purposes :				
	Date :	Assessed by:	Date	Final Ranking by:	Date
iscussed with:		I certify that I discussed m	ny assessment of the		
		performance with the emplo	yee.		
			21/10		10
Ali De lier		- Julie	1	Atty. CLARENCE V. G	LUNTO
CELINA B. LUNAR		RENANTE G	Supervisor		10/14/22
		Immediate	supervisor	Director, LLS	10/14/24
' Employee					
egend: (1) Quality (2) Efficier	cy (3) Timeliness (4) Average			100
	isfactory (3) - Satisfactory (4) - Very Satisfactory (5) - Outstanding			



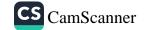
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, CELINA B. LUNAR, of the Intelligence and Investigation Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of November to December 2022.

CELINA B. LUNAR

Administrative Assistant II

/		Administrative Assistant II					D-4-
Reviewed by : REWANTE G. MELYTANTE	Date	Approved by : Engr. ROBERTO S. SE					Date
Imprediate Supervisor/Chief, IID		Direct	or, LES				
			5	-	Outstand	ling	
	The second secon		4	-	Very Sati	sfactory	
			3		Satisfacto	ory	
			2		Unsatisfa	ctory	
			1		Poor		
				Rat	tings		
Strategic Priority				-	-	4	Remark
OUTPUT 1	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	Q	E	,	A	
	Records outgoing communications for	100% of outgoing communications were	5	4	4	4	
	dissemination to the parties concerned	recorded, filed and disseminated to the parties					
	and filing thereof with 98% of completeness	concerned.					
RECORD MANAGEMENT	Records and arranges case for scheduling of	98% of scheduled activities were recorded	4	4	4	4	
	activities and retrieval of cases with 95% of	and arranged and the cases were retrieved					
	completeness.	completely.					
	Encodes data for computerized recording and	98% of data for computerized recording were	4	4	4	4	
	generates reports with 95% completeness	encoded and generated reports					



OUTPUT 2							
SECRETARIAT	Answers telephone calls and attends to the complaints/queries of walk-in clients with 90% of completeness	95% of telephone calls were answered and attended to the complaints/queries of walk-in clients.	4	4	4	4	
	Disseminates/relays memoranda and other important messages to superior and co-employees with 95% completeness.	98% of memoranda and other important messages were disseminated and relayed to superior and co-employees.	4	4	4	4	•
Core Function							
OUTPUT 1							
PREPARATION OF COMMUNICATIONS	Prepares correspondences, letters, reports, memoranda and indorsements with 95% completeness	98% of all kinds of communications were prepared on time and forwarded to concerned parties/offices.	4	4	4	4	
OUTPUT 2							
COORDINATION AND FOLLOW-UP WORKS	Coordinates and submits documents/reports to the Ombudsman, Courts and other government agencies according to deadline with 95% of completion	98% of documents/reports were properly coordinated and submitted to the Ombudsman, Courts and other government agencies.	4	4	4	4	
Support Function							
OUTPUT 1							
DOCUMENTATION	Reproduces official documents and sorts cases for filing and safekeeping with 98% completeness	100% of official documents were reproduced, sorted and filed for safekeeping	5	4	4	4	
FINAL AVERAGE RATING		•	34	32	32	4.08	
ADJECTIVAL RATING		Very Satisfactory					



Comments and Recommendation f	for Development Purposes :				
	Date:	Assessed by: I certify that I discussed m	Date	Final Ranking by:	Date
iscussed with :					
		performance with the employ	yee.		
Rui S Que		RENANȚE G	MELITANTE	Engr. ROBERTON, SE	+
CELINA B. LUNAR			Supervisor	Dipector, LES	
Employee					THE RE
gend : (1) Quality (2) Efficien	cy (3) Timeliness (4) Average			
ting: (1) - Poor (2) - Unsati) - Very Satisfactory (5) - Outstanding			