

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Vivien V. Asistio, of the Director's Office of the Law Enforcement Service, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period November to December, 2022.

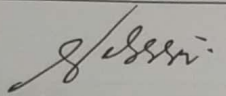
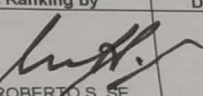
Vivien V. Asistio
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Ratee

Date: _____

Reviewed by: _____	Date: _____	Approved by: _____	Date: _____
Engr. ROBERTO S. SE Immediate Supervisor		Engr. ROBERTO S. SE Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Screen Routine Communication (i.e. Communication and correspondences)	No items overlooked	Disseminated to concerned offices for information and/or instructions	5	5	4	4.67	
Evaluates communication	Acted upon by the Director	Acted upon immediately (the) priority task that needs urgent attention	5	4	4	4.33	
Core Function:							
Review communications	Signed by the Acting Director		5	5	4	4.67	
Prepare and submit minutes of the meeting			5	4	5	4.67	
Arrange meeting of Acting director with different sectors	Attends to walk-in clients; accepts communication, make necessary appointments	Attended to inquiries over the phone; and to walk in clients	5	5	4	4.67	
Attend to direct instruction of the Director	Coordinate with NCR West	No overlooked instruction	5	4	4	4.33	
Endorse communication to other Division	Acted upon by other Division	Signed by the Director	5	4	5	4.67	
Support Function:							
Administrative Support							
Support to Acting Director and Deputy Director by providing clerical and secretarial duties	Draft reply communication /correspondences for the signature of the Director		5	5	4	4.67	
Keep record of all meeting of the Director	coordinated with other offices	Submitted minutes of the meeting	5	4	4	4.33	
Attend Meetings with the Director	Well attended meeting	Submitted minutes of the meeting	5	4	5	4.67	
Attend LES Activities	Succesful activities	Successful activities, satisfied co-workers	5	4	4	4.33	
Final Average Rating			5	4.37	4.3	4.5	4.55

Comments and Recommendations for Development Purposes

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

Legend
Rating

1 - Quality
1 - Poor

2 - Efficiency
2 - Unsatisfactory

3 - Timeliness
3 - Satisfactory

4 - Average
4 - Very Satisfactory

5 - Outstanding