
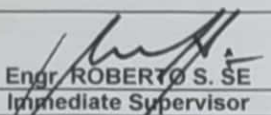



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Mark Joseph Basa, 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 Oct. to December, 2022.

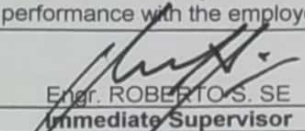
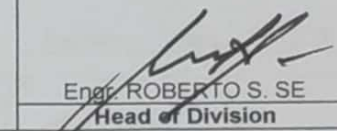

 Mark Joseph Basa
 Ratee

Date: Feb. 23. 2023

Reviewed by:	Date:	Aproved 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 visitor of the OIC Visitor	Concern acted upon immediately	No overlooked instruction	5	5	5	5	
Screen communication for signature of the Director	Acted upon by the Director	No overlooked instruction	5	5	5	5	
Core Function:							
Attend to walk in clients	Satisfied clients		5	5	4	4.67	
In charge of the incoming and outgoing of the Office	Acted upon by the receiving office	No delay in charging communication	5	4	5	4.67	
Attend to direct instruction of the Director	Acted upon immediately	No overlooked instruction	5	5	5	4.33	
Support Function:							
Provide clerical duties	Acted upon immediately	No overlooked instruction	5	5	5	5	
Filing documents of the Office	Easy retrieval of documents	Organized filing	5	5	5	4.67	
Performs other task that the director may assign from time to time	Acted upon immediately	No overlooked instruction	5	5	5	4.33	
Attend LES Activities	Succesful activities	Successful activities, satisfied co-workers	5	4	5	4.33	
Final Average Rating			5	4.8	4.9	4.7	4.8

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