

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 December 2023.

Celina B. Lunar
CELINA B. LUNAR
Administrative Assistant II

| | | | |
|---|--|--|------|
| Reviewed by : | Date | Approved by : | Date |
| <i>Renante G. Melitante</i> RENANTE G. MELITANTE | | <i>Engr. Roberto S. Se</i> Engr. ROBERTO S. SE | |
| Immediate Supervisor/Chief, IID | | Director, LES | |
| | | 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor | |
| Strategic Priority | | | |
| OUTPUT 1 | SUCCESS FACTOR (Target + Measure) | ACTUAL ACCOMPLISHMENT | |
| RECORD MANAGEMENT | Records outgoing communications for dissemination to the parties concerned and filing thereof with 98% of completeness | | |
| | Records and arranges case for scheduling of activities and retrieval of cases with 95% of completeness. | | |
| | | | |
| | Encodes data for computerized recording and generates reports with 95% completeness | | |

| | | | | | | |
|-------------|--|--|--|--|--|--|
| OUTPUT 2 | | | | | | |
| SECRETARIAT | Answers telephone calls and attends to the complaints/queries of walk-in clients with 90% of completeness | | | | | |
| | Disseminates/relays memoranda and other important messages to superior and co-employees with 95% completeness. | | | | | |

Core Function

| | | | | | | |
|-------------------------------|--|--|--|--|--|--|
| OUTPUT 1 | | | | | | |
| PREPARATION OF COMMUNICATIONS | Prepares correspondences, letters, reports, memoranda and indorsements with 95% completeness | | | | | |

| | | | | | | |
|----------------------------------|---|--|--|--|--|--|
| 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 | | | | | |

Support Function

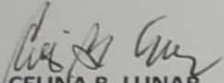
| | | | | | | |
|---------------|--|--|--|--|--|--|
| OUTPUT 1 | | | | | | |
| DOCUMENTATION | Reproduces official documents and sorts cases for filing and safekeeping with 98% completeness | | | | | |

| | | | | | | |
|-----------------------------|--|--|--|--|--|--|
| FINAL AVERAGE RATING | | | | | | |
|-----------------------------|--|--|--|--|--|--|

| | | | | | | |
|--------------------------|--|--|--|--|--|--|
| ADJECTIVAL RATING | | | | | | |
|--------------------------|--|--|--|--|--|--|

Comments and Recommendation for Development Purposes :

Discussed with :


CELINA B. LUNAR
Employee

Date :

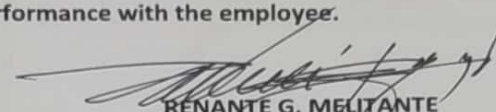
Assessed by:


Date

Final Ranking by:

Date

I certify that I discussed my assessment of the performance with the employee.


RENANTE G. MELITANTE
Immediate Supervisor


Engr. ROBERTO S. SE
Director, LES

Legend : (1) Quality (2) Efficiency (3) Timeliness (4) Average

Rating : (1) - Poor (2) - Unsatisfactory (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 January to June 2023.

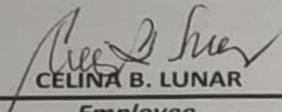
CELINA B. LUNAR
Administrative Assistant II

| Reviewed by :  RENANTE G. MELITANTE Immediate Supervisor/Chief, IID | Date | Approved by :  Engr. ROBERTO S. SE Director, LES | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|---------|--|--|--|---------|---|---|---|---|----------|-----------------------------------|--|--|--|-------------------|--|--|--|--|---|--|--|--|--|--|--|--|---|--|--|--|
| | | | 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Strategic Priority | | | <table border="1"> <thead> <tr> <th colspan="4">Ratings</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> </tr> </thead> <tbody> <tr> <td>OUTPUT 1</td> <td colspan="4">SUCCESS FACTOR (Target + Measure)</td> </tr> <tr> <td rowspan="4">RECORD MANAGEMENT</td> <td colspan="4">Records outgoing communications for dissemination to the parties concerned and filing thereof with 98% of completeness</td> </tr> <tr> <td colspan="4">Records and arranges case for scheduling of activities and retrieval of cases with 95% of completeness.</td> </tr> <tr> <td colspan="4"></td> </tr> <tr> <td colspan="4">Encodes data for computerized recording and generates reports with 95% completeness</td> </tr> </tbody> </table> | Ratings | | | | Remarks | Q | E | T | A | OUTPUT 1 | SUCCESS FACTOR (Target + Measure) | | | | RECORD MANAGEMENT | Records outgoing communications for dissemination to the parties concerned and filing thereof with 98% of completeness | | | | Records and arranges case for scheduling of activities and retrieval of cases with 95% of completeness. | | | | | | | | Encodes data for computerized recording and generates reports with 95% completeness | | | |
| Ratings | | | | Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q | E | T | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OUTPUT 1 | SUCCESS FACTOR (Target + Measure) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RECORD MANAGEMENT | Records outgoing communications for dissemination to the parties concerned and filing thereof with 98% of completeness | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Records and arranges case for scheduling of activities and retrieval of cases with 95% of completeness. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Encodes data for computerized recording and generates reports with 95% completeness | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | |
|----------------------------------|---|--|--|--|--|--|--|
| OUTPUT 2 | | | | | | | |
| SECRETARIAT | Answers telephone calls and attends to the complaints/queries of walk-in clients with 90% of completeness | | | | | | |
| | Disseminates/relays memoranda and other important messages to superior and co-employees with 95% completeness. | | | | | | |
| Core Function | | | | | | | |
| OUTPUT 1 | | | | | | | |
| PREPARATION OF COMMUNICATIONS | Prepares correspondences, letters, reports, memoranda and indorsements with 95% completeness | | | | | | |
| 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 | | | | | | |
| Support Function | | | | | | | |
| OUTPUT 1 | | | | | | | |
| DOCUMENTATION | Reproduces official documents and sorts cases for filing and safekeeping with 98% completeness | | | | | | |
| FINAL AVERAGE RATING | | | | | | | |
| ADJECTIVAL RATING | | | | | | | |

Comments and Recommendation for Development Purposes :

Discussed with :


CELINA B. LUNAR
Employee

Date :

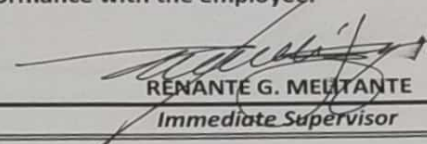
Assessed by:

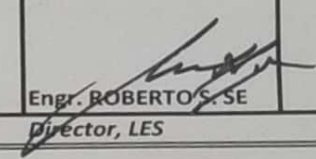
Date

Final Ranking by:

Date

I certify that I discussed my assessment of the performance with the employee.


RENANTE G. MELITANTE
Immediate Supervisor


Engr. ROBERTO S. SE
Director, LES

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