
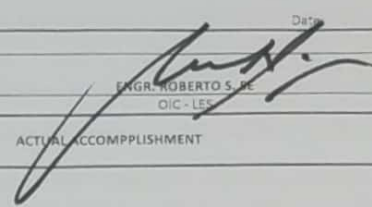


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

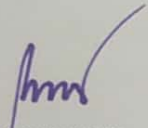
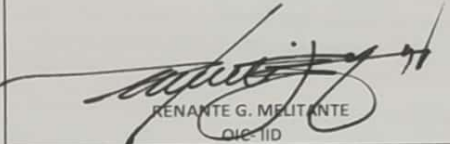
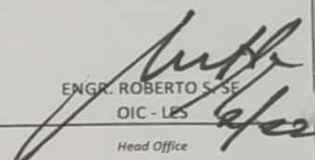
BEUNDA C. MELENDRES of the LTO-CENTRAL OFFICE LES-CUSTODIAL SECTION, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of JANUARY to JUNE 2022

BEUNDA C. MELENDRES  
Ratee

Reviewed by:  BENANTE G. MEITANTE OIC-IO	Date	Approved by:  ENGR. ROBERTO S. DE OIC-LES	Date
			February 20, 2023
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	<div> 5 - Outstanding  4 - Very Satisfactory  3 - Satisfactory  2 - Unsatisfactory  1 - Poor </div>
			Ratings
Strategic Priority No. 1			
OUTPUT 1			Q E T A
Monitor Adjudicated cases and released impounded materials.	Reviews encoded apprehension and approve for release of confiscated items on adjudicated cases with 98% complete within the day	Reviewed encoded apprehension and approved for release of confiscated items on adjudicated cases with 100% complete within the day	5 4 3 2 1
OUTPUT 2			Q E T A
Report Preparation (RP)	Prepare and submit monthly report with 98% accuracy within the end of December	Prepared and submitted monthly report with 100% accuracy within the end of June	5 4 3 2 1
OUTPUT 3			Q E T A
Complaints Assistance	Accepts walk-in complaints relative to apprehension/alarm of mv's and recommends 98% corrective action	Accepted walk-in complaint relative to apprehension/alarm of mv's and recommended 100% correction action	5 4 3 2 1
OUTPUT 4			Q E T A
Clearance	Prepare and issue certificates for abroad, duplicated plates, and for dropping purposes	Prepared and issued certificates for abroad, duplicate plates, and for dropping purposes	5 4 3 2 1
SUPPORT FUNCTION			Q E T A
Perform other related task	Perform other related tasks assigned by the LES Director	Performed related tasks assigned by the LES Director with 100% accuracy	5 4 3 2 1

Core Functions			Q	E	T	A	Remarks
OUTPUT 1							
Online updating and storing apprehensions	Encode and print apprehensions with 98% completeness within the day	Encoded and printed apprehensions with 100% complete per day	4	4	4	4.00	
OUTPUT 2							
Verifications of Top's and IRMV's	Verify and summarize with 98% accuracy all transmittals filed by apprehending officer's prior to issuance of new Top's IRMV's within the end of month	Verified and summarized with 100% accuracy all transmittals filed by apprehending officers prior to issuance of new Top's IRMV's within the end of month	4	5	5	4.66	
Total Over-all Rating			30	32	33	32.33	
Final Average Rating			4.88	4.71	4.85	4.61	
Adjctival Rating			Very Satisfactory				

Comments and Recommendation for Development Purposes :

Discussed with :	Date	Assessed by:	Date	Final Ranking by:	Date
 BELINDA C. MELENDRES Employee	2/21/23	I certify that I discussed my assessment of the performance with the employee.  RENANTE G. MELITANTE OIC-IID Immediate Supervisor		 ENGR. ROBERTO S. SE OIC - LES Head Office	

Legend : (Q) QUALITY (E) EFFICIENCY (T) TIMELINESS (A) AVERAGE

Rating : (1) POOR (2) UNSATISFACTORY (3) SATISFACTORY (4) VERY SATISFACTORY (5) OUTSTANDING