

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 January to June, 2023.

Mark Joseph Basa
Ratee

Date: Feb. 23, 2023

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 visitors of the OIC Director							
Screen communication for the signature of the OIC Director							
Core Function:							
Attend to immediate concern of walk in clients							
Taking charge for the incoming and outgoing communication of LES							
Support Function:							
Provide clerical duties							
Filing of documents of the Office							
Performs other task that may be assigned by the Director from time to time							
Final Average Rating							

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