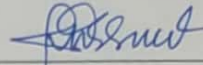

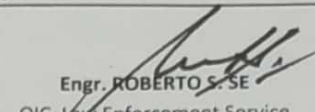


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I **RUBY DINA S. BERSOLA** of the **Field Enforcement Service, 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 2022**.


RUBY DINA S. BERSOLA
 Ratee

Date: _____




Reviewed by	Date	Approved by	Date
 FARISH H. LIM OIC, Field Enforcement Division Immediate Supervisor		 Engr. ROBERTO S. SE OIC, Law Enforcement Service Division Chief	

MFO/ PAP	SUCCESS INDICATOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATING				Remarks
			Q1	E2	T3	A4	
STRATEGIC PRIORITY							
PREPARE ROUTINE COMMUNICATIONS	Prepare, encode, consolidate and submit Monthly, Quarterly, Semi-Annual and Annual Law Enforcement Apprehension Reports submitted by FED-LES (C.O.) and Regional Law Enforcement Units (RLEUs) nationwide, for initial/signature of Chief, Field Enforcement Division (FED) and other concerned officials; Follow prescribed format, complete staff work (CSW), with completeness and accuracy; Submit 5 days before the set deadline	Consolidated/encoded data and generated Law Enforcement Apprehension Reports submitted by the LTO FED-LES (C.O.) and Regional Law Enforcement Units (RLEUs) nationwide; Followed the prescribed format, CSW, completely/accurately and neatly; No errors; Submitted Daily FED Apprehension Report & FED/RLEUs Semi-Annual & Annual Apprehension Report not later than the set deadline	5	5	4	4.67	
PREPARE NON-ROUTINE COMMUNICATIONS	Prepare and submit Briefing Memo, Reply letters and other correspondences; Assist the LEOs in the preparation of Position Paper (For Contested Case); Follow the prescribed format, CSW with completeness and accuracy	Prepared and submitted Briefing Memo and Reply letters; Assisted the LEOs in the preparation of Position Papers (for Contested Case); Followed the prescribed format, CSW with completeness and accuracy	4	4	4	4.00	

MFO/ PAP	SUCCESS INDICATOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATING				Remarks
			Q1	E2	T3	A4	
CORE FUNCTION							
RECEIVE/RECORD AND/OR RECORD/RELEASE FED-LES DOCUMENTS	Receive/record and/or record/release LES/FED documents within 30 minutes upon receipt - Encode/docket incoming/outgoing documents in the Document Tracking System (DTS)/logbook with completeness and accuracy; No error and no missing document	Received/encoded incoming documents and/or recorded/released outgoing documents in the Document Tracking System (DTS)/logbook within 10 minutes with completeness and accuracy; No error and no missing document	5	5	5	5.00	
	Prepare and submit monthly Daily Time Records (DTRs) and Personnel Attendance Monitoring Report of the regular FED Law Enforcement Officers and staffs to the Human Resource & Dev't Section, Admin Division; With completeness and accuracy; No error and no missing document	Prepared and submitted monthly Daily Time Records (DTRs) and Personnel Attendance Monitoring Report of the regular FED Law Enforcement Officers and staffs to the Human Resource & Dev't Section, Admin Division; With completeness and accuracy; No error and no missing document	5	5	4	4.67	
SYSTEMATIC FILING SYSTEM OF OFFICIAL DOCUMENTS OF FED-LES	Sort and file documents <i>without error, no missing document within 4 hours upon receipt</i>	Sorted and filed documents <i>within 1 hour upon receipt, without error and no missing document</i>	5	5	5	5.00	
SUPPORT FUNCTION							
COORDINATION / LINKAGE WITH OTHER OFFICES RELATIVE TO SEMINARS, TRAININGS & WORKSHOP AND OTHER ACTIVITIES	Coordinate with other Divisions/Sections and other concerned offices regarding schedule of meetings, seminars, trainings and workshops on law enforcement and other activities conducted by the Administrative Division with complete and clear information; Coordination done within 20 minutes upon instruction of superiors or based on planned schedule	Coordinated immediately upon instruction of superiors (or based on planned schedule) with concerned offices pertaining to the schedule of meetings, seminars , trainings and workshops with accurate and clear information	4	4	4	4.00	

MFO/ PAP	SUCCESS INDICATOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATING				Remarks
			Q1	E2	T3	A4	
SUPPORT FUNCTION							
COORDINATION WITH SUPPLY UNIT, PROPERTY SECTION RELATIVE TO THE ESSENTIAL HYGIENES/SANITIZERS AND OTHER PERSONAL PROTECTIVE EQUIPMENT FOR THE USE OF THE FED LEOs AND STAFFS DURING COVID 19 PANDEMIC	Coordinate with the Supply Unit, Property Section and prepare/submit Requisition and Issue Slip (RIS) for the essential hygienes/sanitizers and other personal protective equipment for the use of the FED LEOs and staffs during the Covid 19 pandemic with complete and clear information	Coordinated with the Supply Unit, Property Section and prepared/submitted Requisition and Issue Slip (RIS) for the issuance of essential hygienes such as Alcohol, Facemasks, Vinyl - Nitrile Gloves, Face Shields, Vitamins and other personal protective equipment to the FED LEOs and staffs during the Covid 19 pandemic with accurate and clear information	4	5	4	4.33	
ANSWER TELEPHONE CALLS	Answer telephone calls regarding inquiries, complaints and concerns of the public clientele	Answered telephone calls regarding inquiries, complaints and concerns of the public clientele	4	5	4	4.33	
FINAL AVERAGE RATING			4.50	4.75	4.25	4.50	

Comments and Recommendation for Development Purposes:

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 RUBY DINA S. BERSOLA Sr. Transp. Reg. Officer Employee	22 February 2023	I certify that I discussed my assessment of the performance with the employee  FARISH H. LIM QIC, Field Enforcement Division Immediate Supervisor		 Engr. ROBERTO S. SE OIC, Law Enforcement Service Division Chief	

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average