

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Mary Jane R. Paubsanon, of the Law Enforcement Service, Division of Traffic Safety 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 January to June, 2023.

MARY JANE R. PAUBSANON  
Ratee

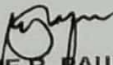
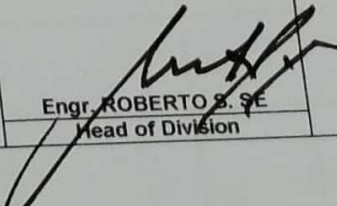
Date: 02-22-23

Reviewed by:	Date:	Aproved by:	Date
BEVERLY C. SABELA Immediate Supervisor		Engr. ROBERTO S. SE Head of Division	

Immediate Supervisor							
Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Prepare Non-Routine Communications	Conduct and Facilitate the "Driver's Reorientation Course" under R.A 10930 (Point Demerit System)						
Incoming and Outgoing	Dockets the incoming and Outgoing and dissemination to the concerned office.						
Answer queries of the clients	Attended the concern and inquiries of walk-in client and clients through phone calls regarding their follow up on confirmations directly.						
Core Function:							
Maintaining accomplished files	Proper handling of documents upon received and keeping it sorted and up to date and to make sure that there is no missing files.						

Support Function:							
Print and photocopy (document) / Performing assigned tasked	Prepares photocopy and print receiving copies of document for release and disseminated thoroughly on time.						
	Perform other tasks that may be assigned from time to time by the OIC, Traffic Safety Division (TSD).						
Final Average Rating			0	0	0	0	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 MARY JANE R. PAUBSANON Employee	02-22-23	I certify that I discussed my assessment of the performance with the employee.		 Engr. ROBERTO S. SE Head of Division	
		BEVERLY C. SABELA			
		Immediate Supervisor			

Legend  
Rating

1 - Quality  
1 - Poor

2 - Efficiency  
2 - Unsatisfactory

3 - Timeliness  
3 - Satisfactory

4 - Average  
4 - Very Satisfactory

5 - Outstanding