

# 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 2022.

*Celina B. Lunar*  
CELINA B. LUNAR  
Administrative Assistant II

Reviewed by : <i>Renante G. Melitante</i> RENANTE G. MELITANTE Immediate Supervisor/Chief, IID	Date	Approved by : <i>Atty. Clarence V. Guinto</i> Atty. CLARENCE V. GUINTO 10/14/22 Director, LES	Date
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5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Unsatisfactory  
1 - Poor

## Ratings

## Remarks

## Strategic Priority

## OUTPUT 1

## SUCCESS FACTOR (Target + Measure)

## ACTUAL ACCOMPLISHMENT

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A

## RECORD MANAGEMENT

Records outgoing communications for dissemination to the parties concerned and filing thereof with 98% of completeness

98% of outgoing communications were recorded, filed and disseminated to the parties concerned.

4

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4

4

Records and arranges case for scheduling of activities and retrieval of cases with 95% of completeness.

98% of scheduled activities were recorded and arranged and the cases were retrieved completely.

4

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4

4

Encodes data for computerized recording and generates reports with 95% completeness

98% of data for computerized recording were encoded and generated reports

4

4

4

4

OUTPUT 2									
SECRETARIAT	Answers telephone calls and attends to the complaints/queries of walk-in clients with 90% of completeness	95% of telephone calls were answered and attended to the complaints/queries of walk-in clients.	4	4	4	4			
	Disseminates/relays memoranda and other important messages to superior and co-employees with 95% completeness.	98% of memoranda and other important messages were disseminated and relayed to superior and co-employees.	4	4	4	4			
Core Function									
OUTPUT 1									
PREPARATION OF COMMUNICATIONS	Prepares correspondences, letters, reports, memoranda and indorsements with 95% completeness	98% of all kinds of communications were prepared on time and forwarded to concerned parties/offices.	4	4	4	4			
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	98% of documents/reports were properly coordinated and submitted to the Ombudsman, Courts and other government agencies.	4	4	4	4			
Support Function									
OUTPUT 1									
DOCUMENTATION	Reproduces official documents and sorts cases for filing and safekeeping with 95% completeness	98% of official documents were reproduced, sorted and filed for safekeeping	4	4	4	4			
			32	32	32	4			
FINAL AVERAGE RATING									
ADJECTIVAL RATING		Very Satisfactory							

Comments and Recommendation for Development Purposes :

Date :

Assessed by:

Date

Final Ranking by:

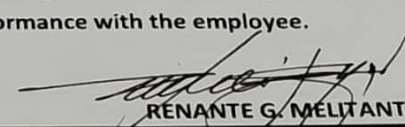
Date


Discussed with :

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

  
CELINA B. LUNAR

Employee

  
RENAnte G. MELITANTE  
Immediate Supervisor

  
Atty. CLARENCE V. GUINTO  
Director, LES

10/14/22

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

Rating : (1) - Poor (2) - Unsatisfactory (3) - Satisfactory (4) - Very Satisfactory (5) - Outstanding