

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MARIEL B. BAGUNU, of the Field Enforcement, Division of 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.

Date:

February 27, 2023

| Reviewed by: | Date: | Approved by: | Date |
|--|-------|--|------|
| <u>FARISH H. DIM</u> Immediate Supervisor | | Engr. <u>ROBERTO S. SE</u> Head of Division | |

| Output | Success Indicator (Target + Measure) | Actual Accomplishment | Rating | | | | Remarks |
|--|---|--|--------|---|---|---|---------|
| | | | Q | E | T | A | |
| Strategic Priority: | | | | | | | |
| PREPARING ROUTINE AND NON-ROUTINE COMMUNICATION | Preparing reports, Letters, Endorsements etc. | Consolidation of Reports submitted by Regions, preparing reply letter, preparing endorsement letters to different divisions, preparing powerpoint presentation for the OIC - FED most of the time according to conditionn. | | | | | |
| COORDINATION/LINKAGE WITH OTHER OFFICES/AGENCIES/OTHER ENTITIES | Coordinate with other Divisions/Sections and other concerned offices regarding schedule of meetings, seminars, trainings and workshops on law enforcement and other activities. | Coordinates always according to conditions | | | | | |
| Core Function: | | | | | | | |
| APPREHEND VIOLATORS IN ACCORDANCE WITH THE PROVISIONS CITED UNDER THE LAND TRANSPORTATION AND TRAFFIC CODE (RA 4136) AND OTHER RELATED LAWS. | Enforce / implement the provisions of RA 4136 and other related Traffic Laws, Rules and Regulations with 90% accuracy and efficiency; Submit not later than 24 hours | Apprehend and issue Temporary Operator's Permit (TOP) to violators of RA 4136, Special Laws and other related Traffic Laws, Rules & Regulations with 98% accuracy and efficiency; Submitted within 24 hours | | | | | |
| SUBMIT DAILY AND WEEKLY APPREHENSION/ACCOMPLISHMENT REPORT (DAR) | Submission of complete and accurate Apprehension Report on time including the original copy of the issued TOP, confiscated of Registration (OR/CR) of the motor vehicle and other confiscated items | Submit accurate Apprehension Report on time and always according to conditions and on time. | | | | | |

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|---|--|---|--|--|--|--|--|
| RECORDS MANAGEMENT | Receiving/recording and/or Recording/Releasing of Documents and filing of documents within the day with proper handling. | Receiving/recording and/or Recording/Releasing of Documents and filing of documents within the day with proper handling according to conditions and record it on the same day | | | | | |
| Support Function: | | | | | | | |
| RECORDING/ARRANGEMENT OF APPOINTMENTS AND SCHEDULE OF OFFICIAL CONCERNS | All appointment/schedule of activities/meetings properly recorded and arranged with complete information; no overlaps | All appointment/schedule of activities/meetings properly recorded and arranged with complete information; no overlaps according to conditions and informed the official's appointments for the next day before the end of the current day | | | | | |
| PERFORM OTHER TASKS THAT MAY BE ASSIGNED FROM TIME TO TIME BY THE OIC, FIELD ENFORCEMENT DIVISION | Perform other tasks that may be assigned from time to time by the Chief, FED | Perform other tasks always according to conditions and on time. | | | | | |
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| Final Average Rating | | | | | | | |

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| Comments and Recommendations for Development Purposes |
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| Discussed with | Date | Assessed by | Date | Final Ranking by | Date |
|----------------|-------------------|--|------|---------------------|------|
| MANUEL SABUNU | February 27, 2023 | I certify that I discussed my assessment of the performance with the employee. | | Engr. ROBERTO S. SE | |
| Employee | | FARISH H. LIM Immediate Supervisor | | Head of Division | |

Legend
Rating

1 - Quality
1 - Poor

2 - Efficiency
2 - Unsatisfactory

3 - Timeliness 4 - Average
3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding