INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I <u>RUBY DINA S. BERSOLA</u> of the <u>Field Enforcement Service</u>, <u>Law Enforcement Service</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to June 2023</u>.

RUBY DINA S. BERSOLA

Ratee

Date: _____

eviewed by	ved by		Approved by	Di	ate
/	ARISH H. LIM Enforcement Division		Engy ROBERTOS: SE OIC, Jow Enforcement Service		
Imme	diate Supervisor		Division Chief		
2450/222	SUCCESS INDICATOR			RATING	Remarks

MFO/ PAP	SUCCESS INDICATOR	ACTUAL ACCOMPLISHMENTS	RATING				Remarks
	(Target + Measure)		Q1	E2	T3	A4	
STRATEGIC PRIORITY						A se little	
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					0.00	
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					0.00	



MFO/ PAP	SUCCESS INDICATOR	ACTUAL ACCOMPLISHMENTS		RATING				
PRE FUNCTION	(Target + Measure)	ACTORE ACCOMPLISHMENTS	Q1	E2	T3	A4	Remarks	
NE FONCTION	The state of the s		7 10 10 10 10					
RECEIVE/RECORD AND/OR	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					0.00		
RECORD/RELEASE FED-LES DOCUMENTS	SE FED-LES Prepare and submit monthly Daily Time Records					0.00		
SYSTEMATIC FILING SYSTEM OF FFICIAL DOCUMENTS OF FED-LES	Sort and file documents without error, no missing document within 4 hours upon receipt					0.00		
PPORT FUNCTION								
ANSWER TELEPHONE CALLS	Answer telephone calls regarding inquiries, complaints and concerns of the public clientele					0.00		
FINAL AVERAGE RATING			0.00	0.00	0.00	0.00		

Comments and Recommendation for Development Purposes:

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
RUBY DINA S. BERSOLA Sr. Transp. Reg. Officer	22 Jebruary 2023	OIC Field Enforcement Division		Engr. ROBERTO S. SE OIC Jaw Enforcement Service	
Employee		Immediate Supervisor		Division Chief	

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



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I <u>RUBY DINA S. BERSOLA</u> of the <u>Field Enforcement Service</u>, <u>Law Enforcement Service</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July to December 2023</u>.

RUBY DINA S. BERSOLA

Date:

Reviewed by		Date A	oproved by				Date	
The state of the s	FARISH H. LIM Field Enforcement Division mmediate Supervisor		OIG, Jaw Er	OBERTO S. Service Inforcement Service				
MFO/ PAP	SUCCESS INDICATOR ACTUAL A		TUAL ACCOMPLISHMENTS		RAT	RATING		Remark
	(Target + Measure)			Q1	E2	ТЗ	A4	1
STRATEGIC PRIORITY	A Proper personal late Late & Charles				-			
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						0.00	
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							0.00

	SUCCESS INDICATOR	SUCCESS INDICATOR (Target + Measure) ACTUAL ACCOMPLISHMENTS Q1 E2			RATING		Remarks	
MFO/ PAP	(Target + Measure)		Q	1 E	2	T3 A	• \	_
CORE FUNCTION								
RECEIVE/RECORD AND/OR	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						0.00	
RECORD/RELEASE FED-LES DOCUMENTS	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						0.00	\
SYSTEMATIC FILING SYSTEM OF FFICIAL DOCUMENTS OF FED-LES	Sort and file documents without error, no missing document within 4 hours upon receipt		web				0.00	
PPORT FUNCTION							_	
ANSWER TELEPHONE CALLS	Answer telephone calls regarding inquiries, complaints and concerns of the public clientele						0.00)
FINAL AVERAGE RATING				0.00	0.00	0.00	0.0	00

Comments and Recommendation for Development Purposes:

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

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

