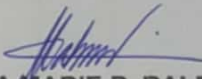
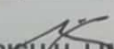
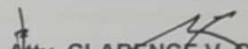


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)




I, **LEA MARIE P. BALMES**, Transportation Regulation Officer II of the **FIELD ENFORCEMENT DIVISION (FED)**, LES, LTO-CO committed to deliver and agree to be rated on the attainment of the following targets in accordance with the measures for the period **JANUARY-JUNE 2022**.


LEA MARIE P. BALMES
 Ratee

Date: **FEB. 23, 2023**

Reviewed by:	Date	Approved by:	Date
 FARISH/H. LIM OIC, Field Enforcement Division		 Atty. CLARENCE V. GUINTO Acting Director, Law Enforcement Service	

MFO/PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q ¹	E ²	T ³	A ⁴	
STRATEGIC PRIORITY							
Prepare Non-Routine Communications	100% drafts and finalize briefing memos and reply letters with no revisions or deficiencies; presented; organized according to instructions.	90% drafts and finalize briefing memos and reply letters with no revisions or deficiencies; presented; organized according to instructions	4	4	4	4	
CORE FUNCTIONS							
Manages the yearly Project Procurement Management Plan, Seat Belt Fund as well as preparation and monitoring of purchase requests for supplies, equipment, and cash advances for the use of the Field Enforcement Division.	100% of purchase requests are adequately prepared, monitored, and delivered by the required deadline.	90% of purchase requests are adequately prepared, monitored, and delivered by the required deadline.	4	4	4	4	
Coordinates with respective departments in returning "unserviceable items"	100% Making sure that all items have complete paperwork and are properly returned to Equipment Unit.	90% Making sure that all items have complete paperwork and are properly returned to Equipment Unit.	4	4	4	4	

OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q ¹	E ²	T ³	A ⁴	
SUPPORT FUNCTIONS							
Recording / Arrangement of Appointments and Schedule of Official Concerns	100% of appointments and schedules of activities/meetings are properly recorded and arranged with complete information; no overlaps.	90% of appointments and schedules of activities/meetings are properly recorded and arranged with complete information; no overlaps.	4	4	4	4	
Performing of tasks assigned from time to time by immediate supervisor	100% performs and delivers tasks assigned by superior officers.	90% performs and delivers tasks assigned by superior officers.	4	4	4	4	
Final Average Rating			4	4	4	4	
Comments and Recommendations for Development Purposes							
Discussed With	Date	Assessed By	Date	Final Ranking by		Date	
 LEA MARIE P. BALMES Transportation Regulation Officer II	FEB. 23, 2023	I certify that I discussed my assessment of the performance with the employee.  FARISH H. LIM OIC, Field Enforcement Division		 Atty. CLARENCE V. GUINTO Acting Director, Law Enforcement Service			
Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average Rating: 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding							