

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Vivien V. Asistio, of the Director's Office of the 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.

Ratee

Date:

| | | | |
|---|-------|---|-------|
| Reviewed by: | Date: | Approved by: | Date: |
| Engr. ROBERTO S. SE Immediate Supervisor | | Engr. ROBERTO S. SE Head of Division | |

| Output | Success Indicator (Target + Measure) | Actual Accomplishment | Rating | | | | Remarks |
|--|--------------------------------------|-----------------------|--------|---|---|---|---------|
| | | | Q | E | T | A | |
| Strategic Priority: | | | | | | | |
| Screen visitors of the OIC Director | Visitors attended to | | | | | | |
| Screen communication for the signature of the OIC Director | Disseminated to oncerned office | | | | | | |
| Secretarial function for the Oic director | | | | | | | |
| Core Function: | | | | | | | |
| Prepare Utilization Program of Seatbelt Fund | | | | | | | |
| Attend to immediate concern of walk in clients | Attended and satisfied clients | | | | | | |
| Support Function: | | | | | | | |
| Assist in the procurement of LES office supplies | Procured supplies without delay | | | | | | |
| Coordinate and make necessary arrangements for meetings | Productive meeting | | | | | | |
| Final Average Rating | | | | | | | |

Comments and Recommendations for Development Purposes

| Discussed with | Date | Assessed by | Date | Final Ranking by | Date |
|----------------|------|---|------|---|------|
| Employee | | I certify that I discussed my assessment of the performance with the employee. Engr. ROBERTO S. SE Immediate Supervisor | | Engr. ROBERTO S. SE Head of Division | |

Legend
Rating

1 - Quality
1 - Poor

2 - Efficiency
2 - Unsatisfactory

3 - Timeliness
3 - Satisfactory
4 - Average
4 - Very Satisfactory

5 - Outstanding