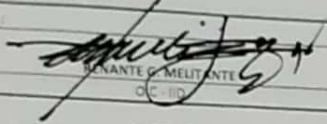
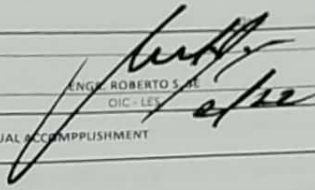

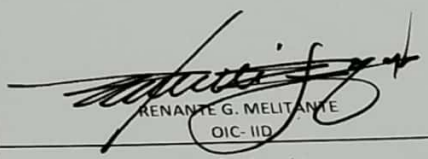
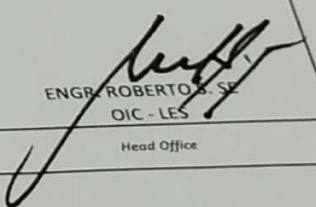


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

BEUNDA C. MELENORES of the LTO-CENTRAL OFFICE LES-CUSTODIAL SECTION, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measure for the period of JULY to DECEMBER 2022

Reviewed by:	Date	Approved by:	Date																																																																																																																		
 BEUNDA C. MELENORES OIC - LES		 ENGR. ROBERTO S. AL OIC - LES	February 20, 2023																																																																																																																		
OUTPUT	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	<div> 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor </div>																																																																																																																		
			<table border="1"> <thead> <tr> <th colspan="4">Ratings</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Q</th> <th>E</th> <th>T</th> <th>A</th> </tr> </thead> <tbody> <tr> <td colspan="5">Strategic Priority No. 1</td> </tr> <tr> <td colspan="5">OUTPUT 1</td> </tr> <tr> <td>Monitor Adjudicated cases and released impounded materials.</td> <td>Reviews encoded apprehension and approve for release of confiscated items on adjudicated cases with 98% complete within the day</td> <td>Reviewed encoded apprehension and approved for release of confiscated items on adjudicated cases with 100% complete within the day</td> <td>5</td> <td>4</td> <td>5</td> <td>4.66</td> <td rowspan="2">Remarks</td> </tr> <tr> <td colspan="3"></td> <td>Q</td> <td>E</td> <td>T</td> <td>A</td> </tr> <tr> <td colspan="5">OUTPUT 2</td> </tr> <tr> <td>Report Preparation (RP)</td> <td>Prepare and submit monthly report with 98% accuracy within the end of December</td> <td>Prepared and submitted monthly report with 100% accuracy within the end of June</td> <td>4</td> <td>5</td> <td>5</td> <td>4.66</td> <td rowspan="2">Remarks</td> </tr> <tr> <td colspan="3"></td> <td>Q</td> <td>E</td> <td>T</td> <td>A</td> </tr> <tr> <td colspan="5">OUTPUT 3</td> </tr> <tr> <td>Complaints Assistance</td> <td>Accepts walk-in complaints relative to apprehension/alarm of mv's and recommends 98% corrective action</td> <td>Accepted walk-in complaint relative to apprehension/alarm of mv's and recommended 100% correction action</td> <td>4</td> <td>5</td> <td>5</td> <td>4.66</td> <td rowspan="2">Remarks</td> </tr> <tr> <td colspan="3"></td> <td>Q</td> <td>E</td> <td>T</td> <td>A</td> </tr> <tr> <td colspan="5">OUTPUT 4</td> </tr> <tr> <td>Clearance</td> <td>Prepare and issue certificates for abroad, duplicated plates, and for dropping purposes</td> <td>Prepared and issued certificates for abroad, duplicate plates, and for dropping purposes</td> <td>5</td> <td>5</td> <td>5</td> <td>5.00</td> <td rowspan="2">Remarks</td> </tr> <tr> <td colspan="3"></td> <td>Q</td> <td>E</td> <td>T</td> <td>A</td> </tr> <tr> <td colspan="5">SUPPORT FUNCTION</td> </tr> <tr> <td>Perform other related task</td> <td>Perform other related tasks assigned by the LES Director</td> <td>Performed related tasks assigned by the LES Director with 100% accuracy</td> <td>4</td> <td>5</td> <td>5</td> <td>4.66</td> <td rowspan="2">Remarks</td> </tr> <tr> <td colspan="3"></td> <td>Q</td> <td>E</td> <td>T</td> <td>A</td> </tr> </tbody></table>	Ratings				Remarks	Q	E	T	A	Strategic Priority No. 1					OUTPUT 1					Monitor Adjudicated cases and released impounded materials.	Reviews encoded apprehension and approve for release of confiscated items on adjudicated cases with 98% complete within the day	Reviewed encoded apprehension and approved for release of confiscated items on adjudicated cases with 100% complete within the day	5	4	5	4.66	Remarks				Q	E	T	A	OUTPUT 2					Report Preparation (RP)	Prepare and submit monthly report with 98% accuracy within the end of December	Prepared and submitted monthly report with 100% accuracy within the end of June	4	5	5	4.66	Remarks				Q	E	T	A	OUTPUT 3					Complaints Assistance	Accepts walk-in complaints relative to apprehension/alarm of mv's and recommends 98% corrective action	Accepted walk-in complaint relative to apprehension/alarm of mv's and recommended 100% correction action	4	5	5	4.66	Remarks				Q	E	T	A	OUTPUT 4					Clearance	Prepare and issue certificates for abroad, duplicated plates, and for dropping purposes	Prepared and issued certificates for abroad, duplicate plates, and for dropping purposes	5	5	5	5.00	Remarks				Q	E	T	A	SUPPORT FUNCTION					Perform other related task	Perform other related tasks assigned by the LES Director	Performed related tasks assigned by the LES Director with 100% accuracy	4	5	5	4.66	Remarks				Q	E	T	A
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Core Functions			Q	E	T	A	Remarks
OUTPUT 1							
Online updating and storing apprehensions	Encode and print apprehensions with 98% completeness within the day	Encoded and printed apprehensions with 100% complete per day	4	4	4	4.00	
OUTPUT 2							
Verifications of Top's and IRMV's	Verify and summarize with 98% accuracy all transmittals filed by apprehending officer's prior to issuance of new Top's IRMV's within the end of month	Verified and summarized with 100% accuracy all transmittals filed by apprehending officers prior to issuance of new Top's IRMV's within the end of month	4	5	5	4.66	
Total Over-all Rating			30	32	33	32.33	
Final Average Rating			4.88	4.71	4.85	4.61	
Adjctival Rating							Very Satisfactory
Comments and Recommendation for Development Purposes :							
Discussed with :		Date	Assessed by:		Date	Final Ranking by:	Date
 BELINDA C. MELENDRES Employee			I certify that I discussed my assessment of the performance with the employee.  RENANTE G. MELITANTE OIC- IID Immediate Supervisor			 ENGR. ROBERTO S. SE OIC - LES Head Office	
Legend : (Q) QUALITY (E) EFFICIENCY (T) TIMELINESS (A) AVERAGE Rating : (1) POOR (2) UNSATISFACTORY (3) SATISFACTORY (4) VERY SATISFACTORY (5) OUTSTANDING							