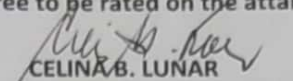
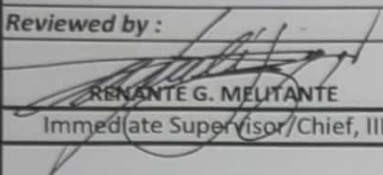
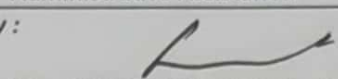


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, CELINA B. LUNAR, of the Intelligence and Investigation Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to October 2022.

  
CELINA B. LUNAR  
Administrative Assistant II

Reviewed by : 	Date	Approved by : 	Date																																															
RENANTE G. MELITANTE Immediate Supervisor/Chief, IID		Atty. CLARENCE V. GUINTO Director, LES	8/14/22																																															
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**OUTPUT 2**
**SECRETARIAT**

Answers telephone calls and attends to the complaints/queries of walk-in clients with 90% of completeness	95% of telephone calls were answered and attended to the complaints/queries of walk-in clients.	4	4	4	4	
Disseminates/relays memoranda and other important messages to superior and co-employees with 95% completeness.	98% of memoranda and other important messages were disseminated and relayed to superior and co-employees.	4	4	4	4	

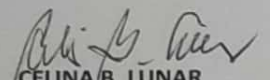
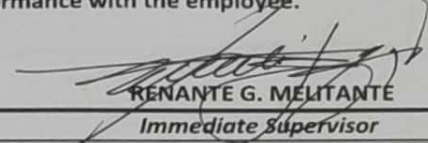
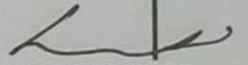
**Core Function**

<b>OUTPUT 1</b>						
<b>PREPARATION OF COMMUNICATIONS</b>	Prepares correspondences, letters, reports, memoranda and indorsements with 95% completeness	98% of all kinds of communications were prepared on time and forwarded to concerned parties/offices.	4	4	4	4

<b>OUTPUT 2</b>						
<b>COORDINATION AND FOLLOW-UP WORKS</b>	Coordinates and submits documents/reports to the Ombudsman, Courts and other government agencies according to deadline with 95% of completion	98% of documents/reports were properly coordinated and submitted to the Ombudsman, Courts and other government agencies.	4	4	4	4

**Support Function**

<b>OUTPUT 1</b>						
<b>DOCUMENTATION</b>	Reproduces official documents and sorts cases for filing and safekeeping with 95% completeness	98% of official documents were reproduced, sorted and filed for safekeeping	4	4	4	4
<b>FINAL AVERAGE RATING</b>			32	32	32	4
<b>ADJECTIVAL RATING</b>	Very Satisfactory					

Comments and Recommendation for Development Purposes :				
Discussed with :	Date :	Assessed by:	Date	Final Ranking by:
 CELINA B. LUNAR Employee		I certify that I discussed my assessment of the performance with the employee.		
		 RENANTE G. MELITANTE Immediate Supervisor		 Atty. CLARENCE V. GUINTO Director, LES
Legend : (1) Quality (2) Efficiency (3) Timeliness (4) Average				
Rating : (1) - Poor (2) - Unsatisfactory (3) - Satisfactory (4) - Very Satisfactory (5) - Outstanding				

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, CELINA B. LUNAR, of the Intelligence and Investigation Division, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of November to December 2022.

CELINA B. LUNAR

Administrative Assistant II

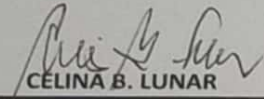
Reviewed by :	Date	Approved by :	Date																																					
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FINAL AVERAGE RATING			34	32	32	4.08	
ADJECTIVAL RATING			Very Satisfactory				

Comments and Recommendation for Development Purposes :

Discussed with :

  
CELINA B. LUNAR  
Employee

Date :

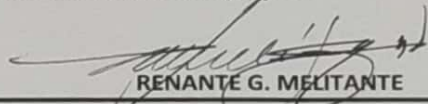
Assessed by:

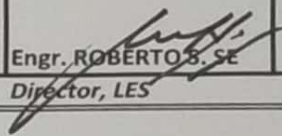
Date

Final Ranking by:

Date

I certify that I discussed my assessment of the performance with the employee.

  
RENANTE G. MELITANTE  
Immediate Supervisor

  
Engr. ROBERTO S. SE  
Director, LES

Legend : (1) Quality (2) Efficiency (3) Timeliness (4) Average

Rating : (1) - Poor (2) - Unsatisfactory (3) - Satisfactory (4) - Very Satisfactory (5) - Outstanding