

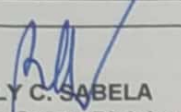
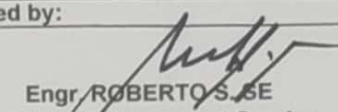
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **VALERIE HONEYLET V. CLARIÑO**, Administrative Assistant II, of the **Traffic Safety Division, 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 **July to December 2023**.

VALERIE HONEYLET V. CLARIÑO

Ratee


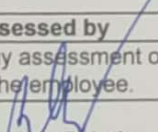
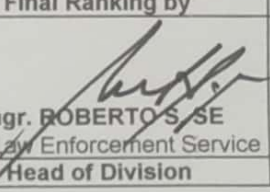
Date: _____

Reviewed by:	Date:	Aproved by:	Date
 BEVERLY C. SABELA OIC, Traffic Safety Division Immediate Supervisor		 Engr. ROBERTO S. SE OIC, Law Enforcement Service Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Research in addition to the lectures and topic to be included in the Driving Enhancement Program (DEP)	100% of the research were properly made						
Core Function:							
Facilitate seminar for drivers who undergo Driver's Reorientation Course with as administering attendance and checking their requirements if complete, checking examination paper, prepare mand encode their Certificate of Completion and uploaded to the LTMS Internal Portal	100% of the Driver's Reorientation Course were properly facilitated						
Received and docketed Traffic Safety Division (TSD) incoming and outgoing documents	100% of the incoming and outgoing files are properly monitored and docketed						

Report Function:							
Secretariat Assignments	100% Notice of Meeting disseminate to all committee members, meeting properly coordinated as to the agenda/time/venue/funding and physical arrangement						
Answering Phone Calls	Phone calls answered promptly (not more than 3 rings). Answered an average of 3 phone calls in a day with courteous and receptive, with clear speaking voice, follows protocol in receiving/making calls for superior, information noted, screened and relayed properly and accurately.						
Reproduction of Official Documents and Other Materials	Arrange and collate with 98% accuracy. No missing documents. No unnecessary wastage in toner and paper.						
Final Average Rating							

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
 VALERIE HONEYLEY V. CLARIÑO Administrative Assistant II Employee	23-Feb-23	I certify that I discussed my assessment of the performance with the employee.  Beverly C. Sabela OIC, Traffic Safety Division Immediate Supervisor		 Engr. ROBERTO S. SE OIC, Law Enforcement Service Head of Division	

Legend
Rating

1 - Quality
1 - Poor

2 - Efficiency
2 - Unsatisfactory

3 - Timeliness
3 - Satisfactory

4 - Average
4 - Very Satisfactory
5 - Outstanding

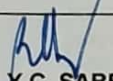
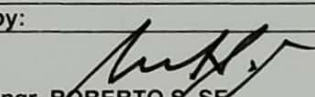
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **VALERIE HONEYLET V. CLARIÑO**, **Administrative Assistant II**, of the **Traffic Safety Division, 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**.

VALERIE HONEYLET V. CLARIÑO

Ratee

Date: _____

Reviewed by:	Date:	Approved by:	Date:
 BEVERLY C. SABELA OIC, Traffic Safety Division Immediate Supervisor		 Engr. ROBERTO S. SE OIC, Law Enforcement Service Head of Division	

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority:							
Research in addition to the lectures and topic to be included in the Driving Enhancement Program (DEP)	100% of the research were properly made						
Core Function:							
Facilitate seminar for drivers who undergo Driver's Reorientation Course such as administering attendance and checking their requirements if complete, checking examination paper, prepare mand encode their Certificate of Completion and uploaded to the LTMS Internal Portal	100% of the Driver's Reorientation Course were properly facilitated						
Received and docketed Traffic Safety Division (TSD) incoming and outgoing documents	100% of the incoming and outgoing files are properly monitored and docketed						

Secretariat Assignments	100% Notice of Meeting disseminate to all committee members, meeting properly coordinated as to the agenda/time/venue/funding and physical arrangement						
Answering Phone Calls	Phone calls answered promptly (not more than 3 rings). Answered an average of 3 phone calls in a day with courteous and receptive, with clear speaking voice, follows protocol in receiving/making calls for superior, information noted, screened and relayed properly and accurately.						
Reproduction of Official Documents and Other Materials	Arrange and collate with 98% accuracy. No missing documents. No unnecessary wastage in toner and paper.						
Final Average Rating							

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
VALERIE HONEYLET V. CLARIÑO Administrative Assistant II Employee	23-Feb-23	I certify that I discussed my assessment of the performance with the employee.		Engr. ROBERTO S. SE OIC, Law Enforcement Service Head of Division	
		Beverly C. Sabela			
		OIC, Traffic Safety Division Immediate Supervisor			

Legend
Rating

1 - Quality
1 - Poor

2 - Efficiency
2 - Unsatisfactory

3 - Timeliness
3 - Satisfactory

4 - Average
4 - Very Satisfactory 5 - Outstanding