

Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
 Tanggapan ng Manananggol Pambayan

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MC LAURENCE S. COMPENDIO**, Admin. Aide III, Baybay City District Office, 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, 20 23.

Signature of Employee
 Date: January 4, 2024

APPROVED BY:

Name: **ATTY. MYRA BELLE LAURE**

Position: **OIC/Public Attorney III**

Date: **January 4, 2024**

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

MAJOR FINAL OUTPUT (Note: Please add rows to MFOs if necessary)	SUCCESS INDICATORS (TARGETS + MEASURES) (Note: Please add rows for success indicators if necessary)		Rating				Remarks
			Q	E	T	Ave	
Encoded Documents	<i>E-100% of assigned tasks</i>	1713/1713		5			
	<i>Q- 5 typo errors</i>	5 typo errors	3				
	<i>T-30 minutes after receipt</i>	10 minutes			5	4.33	
	<i>* Affidavits</i>	10 minutes			5	4.33	
	<i>* Legal documents</i>	10 minutes			5	4.33	
	<i>* Correspondence</i>	30 minutes			5	4.33	
Outreach Activities (Barangay and Others) a. Outreach Activities *Encoding of interview sheet and clients profile	<i>T-30 minutes after receipt</i>				5	4.33	
	<i>T-1 hour after receipt</i>						
	<i>E-100% of assigned tasks accomplished</i>	No requests received		5			
	<i>T- during the outreach activity</i>				5	5	
Incoming and Outgoing Communications Recorded & Distributed	<i>E = 100% of Mails</i>	182/182		5			
	<i>Q = 3 incidents of erroneous encoding</i>	2 incidence of erroneous encoding	4				
	<i>T = 8 hours after receipt</i>	2 hours after receipt			5	4.66	
Liaison Work	<i>E - 100% of transactions completed</i>	165/65		5			
	<i>Q - No incidence of loss/ wrong delivery</i>	no wrong delivery	5				
	<i>T - as scheduled/no delay</i>	no delay			5	5	
Records Management and Maintenance	<i>E- 100% of documents in custody maintained and managed</i>	130/130		5			
	<i>T-Daily</i>	daily			5		

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MAJOR FINAL OUTPUT <small>(Note: Please add rows to MP/On if necessary)</small>	SUCCESS INDICATORS (TARGETS + MEASURES) <small>(Note: Please add rows for success indicators if necessary)</small>		Rating				Remarks		
			Q	E	T	Ave			
	<i>Q - No incidence of damage or loss</i>	no incidence of damage	5			5			
Records Retrieved									
*New files	<i>T - retrieved within 1 hour upon receipt of request with complete details</i>	within 30 mins			5				
*Old files	<i>T - retrieved within 8 hours upon receipt of request with complete details</i>	within 2 hours			5				
	<i>E - 100% of documents retrieved</i>	54/54		5		5			
*IPCR Targets	<i>E-1 IPCR Target</i>	5/5		5					
*IPCR Accomplishment for the next 6 months	<i>E-1 IPCR Accomplishment</i> <i>T-as scheduled</i>	as scheduled		5		5			
E-Output/Target			TOTAL RATING		46.98	Very Satisfactory			
			FINAL AVERAGE RATING		4.69	VS			
Recommendations and Comments for Development Purposes or Rewards/Promotion									
The above rating has been discussed with the ratee.			Name and Signature of Rater: ATTY. MYRA BELLE L. AURE						
Name and Signature of Ratee: MC LAURENCE S. COMPENDIO			Position: OIC/Public Attorney III						
Position: Administrative Aide III			Date: January 4, 2024						
Date: January 4, 2024									
Final Rating by Office Head: ATTY. VEVELYN O. MONSANTO									
Position: Regional Public Attorney									
Date:									