REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) FORM

I, **Darlyn C. Llanos,** Administrative Officer I/Acting Assessor, LBU/Acting Cashier/Acting Property Custodian/CCC Customer Service Officer of the Administrative Section, Sub-Port of Isabel, delivered and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **January 1 to June 30, 2025.**

BUREAU OF CUSTOMS
PORT OF TACLOBAN
Received by: GILLYN V. AURELIA
Acting Human Resource Management Officer
Date & Time: JUL 2 5 2025

DARLYN C. LLANOS
Administrative Officer I
Acting Assessor, LBU concurrent
Acting Cashier concurrent
Acting Property Custodian concurrent
CCC Customer Service Officer concurrent
Ratee

Date: January 6, 2025

Reviewed by:	Approved by:
ATTY. ALVIN S. DADACAY Acting Chief, Administrative Section	**ATTY. FRANCIS T. TOLIBAS, C.E.** District Collector
Date: January 6, 2025	Date: January 6, 2025

MFO/PAP	Success Indicator	Accomplishments	Rating				Remarks
			Qn[1]	Ql[2]	T[3]	A	
Strategic Function:							
Learning and Development	Participated in one (1) training course, seminar, workshop, etc. by the end semester.	Participated attentively one (1) meeting by the end of June 2025: 1. Customs Administrative Order (CAO) No. 2-2025 on	4	5	4	4.33	

		"Amendments and Clarifications to Customs Administrative Order (CAO) No. 2-2024 on Customs Dues, Fees and Charges" on June 16, 2025 via Zoom					
Core Functions:							
Liquidation of import entries	Liquidate at least **50%** of Goods Declaration **in 6 months** upon receipt of formal and withdrawal entries based on applicable foreign exchange rates, correct dutiable and taxable values.	Liquidated **426 entries** or **98%** of the total **431 entries in six (6) months** upon receipt of formal, informal and withdrawal entries based on applicable foreign exchange rates, correct dutiable and taxable values.	5	5	4	4.67	Acting Assessor, LBU
Processing of Manual Payment	All manual payment process done within five (5) minutes.	All manual payment process done efficiently within three (3) minutes.	5	5	4	4.67	Acting Cashier
Inventory of Accountable Forms	Conduct an inventory of Accountable Forms every end of the month.	100% inventories of Accountable Forms conducted properly at every end of the month.	4	5	4	4.33	Acting Cashier
Daily collection of fees deposited in the bank	All daily collection of fees deposited and completed in the bank before 11 A.M. on the following day.	100% daily collection of fees deposited and completed expeditiously in the bank at 10:30 A.M. within the day.	4	5	5	4.67	Acting Cashier
Accounting and Disbursement	Improve compliance to Audit Observation Memorandum issued by Commission on Audit. Sustain **50%** compliance to Audit Observation Memorandum issued by Commission on Audit.	Improve compliance to Audit Observation Memorandum issued by Commission on Audit. recommendations. Sustained 100% compliance to Audit Observation Memorandum issued by Commission on Audit. Isabel – 2 AOM	4	5	4	4.33	Acting Property Custodian

Inventory of government assets	All government assets accounted for through proper inventory and lawful disposition annually.	100% of all government assets are efficiently accounted for through proper inventory and lawful disposition annually.	4	5	4	4.33	Acting Property Custodian
Human Resource Management and Development	Answer queries, disseminate instructions and reminders regarding office matters to BOC employees.	Answer all queries, disseminate instructions and reminders regarding office matters effectively to BOC employees.	4	5	4	4.33	Human Resource (HR) Officer
Transparency and Accountability	At least Satisfactory CSAT rating for the semester.	Customer Satisfaction (CSAT) Rating for the 1st Semester of 2025 is **99.7% – Outstanding**.	4	5	5	4.67	CCC Customer Service Officer
	Serve all walk-in and acknowledge tickets in the Bureau of Customs Customer Care Portal after five (5) minutes after receipt of the required documents.	Serve all walk-in and acknowledge tickets in the Bureau of Customs Customer Care Portal expeditiously after three (3) minutes after receipt of the required documents.	4	5	4	4.33	CCC Customer Service Officer
FINAL OVERALL RATING							
ADJECTIVAL RATING			**4.47**				
Comments and Recommendation for Development Purposes			**VERY SATISFACTORY**				

Ratee:	**Initial Assessment:**	**Final Assessment:**
	I certify that I discussed my assessment of the performance with the ratee.	
DARLYN C. LLANOS *Administrative Officer I*	**ATTY. ALVIN S. DADACAY** *Acting Chief, Administrative Section*	**ATTY. FRANCIS T. TOLIBAS, C.E.** *District Collector*
Date: July 7, 2025	Date: July 7, 2025	Date: July 7, 2025

Legend: 1 - Quantity or Efficiency 2 - Quality or Effectivity 3 - Timeliness 4 - Average