

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.



DARLYN C. LLANOS

Administrative Officer I

Acting Assessor, LBU concurrent

Acting Cashier concurrent

Acting Property Custodian concurrent

CCC Customer Service Officer concurrent

Ratee

| Learning and Development | Strategic Function: | MFO/PAP | Date: January 6, 2025 | ACting Ch | | |
|--|---------------------|-------------------|-----------------------|---|--|-------------------|
| Participated in one (1) training course, seminar, workshop, etc. by the end semester. | | Success Indicator | | ATTY. ALVIN S. DADACAY Acting Chief, Administrative Section | The state of the s | Reviewed by: |
| Participated attentively one (1) meeting by the end of June 2025: 1. Customs Administrative Order (CAO) No. 2-2025 on | | Accomplishments | Date: January 6, 2025 | ATTY. FRANCIS T. TOLIBAS, C.E. | | |
| 4 | £ | - 1 | | RANCIS T. TOLIE District collector | X | Date Approved by: |
| O1 | = | 3 | | TOLIB/ | | Date: |
| 4 | 7 | 9 | | \S, C.E | | Jan |
| 4.33 | A | | | | | January 6, 2025 |
| | | Remarks | | | | 2025 |





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| | | | | | Isabel – 2 AOM | | |
|------------------------------|------|---|------------|-----|--|--|--|
| Acting Property Custodian | 4.33 | 4 | Cī | 4 | Observation Memorandum issued by Commission on Audit. recommendations. Sustained 100% compliance to Audit Observation Memorandum issued by Commission on Audit. | Memorandum issued by Commission on Audit. Sustain 50% compliance to Audit Observation Memorandum issued by Commission on Audit. | |
| Acting Cashier | 4.67 | თ | Ŋ | 4 | deposited and completed expeditiously in the bank at 10:30 A.M. within the day. | completed in the bank before 11 A.M. on the following day. | deposited in the bank Accounting and Disbursement |
| Acting Cashier | 4.33 | 4 | Οī | 4 | inventories of Accou conducted properly at the month. | d of the month. | Forms Daily collection of fees |
| Acting Cashier | 4.67 | 4 | (Ji | Ŋ | 그 보 | (5) minutes. | Payment Inventory of Accountable |
| Acting Assessor, LBU | 4.67 | 4 | O I | Οī | 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. | 6 months upon receipt of formal and withdrawal entries based on applicable foreign exchange rates, correct dutiable and taxable values. All manual payment process done within five | Processing of Manual |
| | | | | | | Liquidate at least 50% of Goods Declaration in | Liquidation of import entries |
| | | | | | 16, 2025 via Zoom | | Core Functions: |
| | | | | 700 | to Customs Administrative Order (CAO) No. 2-2024 on Customs | | |
| | | | | | "Amendments and Clarifications | | |





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| assets proper inventory and lawful disposition efficiently accounted for through proper inventory. An Acting Property Inventory and lawful disposition efficiently accounted for through proper inventory and lawful disposition entitles. In the Inventory and lawful disposition entitles in the property inventory and lawful disposition entitles. Property inventory and lawful disposition entitles in the property inventory and lawful disposition entitles. Property inventory and lawful disposition entitles inventory and lawful alward lawful disposition entitles. Property inventory and lawful alward lawful disposition entitles, entitled instructions and lawful alward lawful alward lawful alward lawful alward lawful alward lawful alward entitles entitled entities effectively to BOC. Alward entitles effectively to BOC and the entitles effectively to BOC and the entitles effectively to BOC. Alward entitles effectively to BOC and the entitles effectively to BOC and the entitles effectively to BOC. Alward entitles effectively to BOC and the entitles effectively to BOC and the entitles effectively to BOC. Alward entitles effectively to BOC and the entitles effectively to BOC and the entitles effectively to BOC. Alward entitles effectively to BOC. Al | | | 020 | age | 4 - Average | Effectivity 3 - Timeliness 4 | Legend: 1 - Quantity or Efficiency 2 - Quality or | |
|--|-------------------------------|-----------|------|-------|-------------|---|--|------------------------------|
| ful disposition efficiently accounted for through proper inventory and lawful disposition annually. Instructions and Answer all queries, disseminate atters to BOC instructions and reminders regarding office matters effectively to BOC employees. Initial Assessment: I certify that I discussed my assessment of the performance with the ratee. I certify Chief. Administrative Section ATTY. ILVIN S. DADACAY ATTY. FRANCIS T. TOL | ctor | ict Colle | DIST | 7 2 | 0. | | Date: July 7, 202 | Date: July 7, 2025 |
| ful disposition efficiently accounted for through proper inventory and lawful disposition annually. Initial Assessment: ful disposition efficiently accounted for through proper inventory and lawful disposition annually. A 4 4 33 A 5 4 4 33 A 5 A 4 33 A 5 A 4 33 A 5 A 4 33 A 6 A 4 33 A 7 Server all queries, disseminate instructions and reminders regarding office matters effectively to BOC employees. Customer Satisfaction (CSAT) Rating for the 1st Semester of 2025 is 99.7% — Outstanding. 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. Initial Assessment: Initial Assessment: Final Assessment Final Assessment | OLIBAS, C.E. | is. To | RANC | ATTY. | , | Y. ALVIN S. DADACAY hief, Administrative Section | DARLYNC. LLANOS ATTI Administrative Officer I Acting (| |
| ful disposition efficiently accounted for through proper inventory and lawful disposition annually. Instructions and Answer all queries, disseminate atters to BOC instructions and reminders regarding office matters effectively to BOC employees. Interpretation of the Portal after three (3) minutes after receipt of the required documents. Initial Assessment: Initial Assessment: Final Assessment Final Assessment Final Assessment | | 2 | | | | | | |
| ful disposition efficiently accounted for through proper inventory and lawful disposition annually. Instructions and Answer all queries, disseminate atters to BOC instructions and reminders regarding office matters effectively to BOC employees. Initial Assessment: Pating for the Customer Satisfaction (CSAT) employees. Pating for the 1st Semester of 2025 is and provided provided to the required Customs of the required documents. Pating for the 1st Semester of 2025 is and provided | illent: | 70000 | | | | discussed my assessment of the formance with the ratee. | I certify that per | |
| ful disposition efficiently accounted for through proper inventory and lawful disposition annually. Instructions and Answer all queries, disseminate atters to BOC instructions and reminders regarding office matters effectively to BOC employees. Trating for the Customer Satisfaction (CSAT) Rating for the 1st Semester of 2025 is 99.7% – Outstanding. The getickets in the Serve all walk-in and acknowledge are Portal after three (3) minutes after receipt of the required documents. The disposition efficiently accounted for through 4 4 4.33 and 4.33 are possible for the 1st Semester of 2025 is 99.7% – Outstanding. The disposition and lawful 4 5 4 4.33 are possible for the sequired of Customs of the required documents. The disposition efficiently accounted for through 4 5 4 4.33 are possible for the sequired documents. The disposition of through 4 5 4 4.33 are possible for the sequired documents. The disposition of through 4 5 4 4.33 are possible for the sequired documents. The disposition of through 4 5 4 4.33 are possible for the sequired documents. The disposition of through 4 5 4 4.33 are possible for the sequired documents. The disposition of through 4 5 4 4.33 are possible for the sequired documents. The disposition of through 4 5 4 4.33 are possible for the sequired documents. | | | 3 | | | Initial Assessment: | Ratee: | R |
| ful disposition efficiently accounted for through proper inventory and lawful disposition annually. Instructions and Answer all queries, disseminate instructions and reminders regarding office matters effectively to BOC employees. Instructions and Fraction (CSAT) Rating for the 1st Semester of 2025 is 1st 299.7% — Outstanding. Instructions and Reminders regarding office matters effectively to BOC employees. Instructions and reminders regarding office matters effectively to BOC employees. Instructions and Answer all queries, disseminate instructions and reminders regarding office matters effectively to BOC employees. Instructions and Answer all queries, disseminate instructions and reminders regarding after the 1st Semester of 2025 is 1st 2st 2st 2st 2st 2st 2st 2st 2st 2st 2 | | ORY | FACT | SATIS | VERY | | lation for Development Purposes | Comments and Recommenc |
| efficiently accounted for through proper inventory and lawful disposition annually. Answer all queries, disseminate instructions and reminders regarding office matters effectively to BOC employees. Customer Satisfaction (CSAT) Rating for the 1st Semester of 2025 is 99.7% – Outstanding. 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. | | | 7 | 4.4 | | | | ADJECTIVAL RATING |
| efficiently accounted for through proper inventory and lawful disposition annually. Answer all queries, disseminate instructions and reminders regarding office matters effectively to BOC employees. Customer Satisfaction (CSAT) Rating for the 1st Semester of 2025 is 99.7% – Outstanding. Serve all walk-in and acknowledge tickets in the Bureau of Customs Customer Care Portal expeditiously after three (3) minutes after receipt | | | | | | or the required documents. | | FINAL OVERALL RATING |
| efficiently accounted for through proper inventory and lawful disposition annually. Answer all queries, disseminate instructions and reminders regarding office matters effectively to BOC employees. Customer Satisfaction (CSAT) Rating for the 1st Semester of 2025 is 99.7% – Outstanding. | CCC Custome Service Office | 4.33 | 4 | ۲٦. | 4 | tickets in the Bureau of Customs Customer Care Portal expeditiously after three (3) minutes after receipt | Bureau of Customs Customer Care Portal after five (5) minutes after receipt of the required documents. | |
| inventory and lawful disposition efficiently accounted for through proper inventory and lawful disposition proper inventory and lawful disposition annually. Queries, disseminate instructions and Answer all queries, disseminate instructions and eminders regarding office matters to BOC office matters effectively to BOC Satisfactory CSAT rating for the Customer Satisfaction (CSAT) Rating for the 1st Semester of 2025 is 4.5. | Service Office | 4.6/ | O | ú | | 99.7% - Outstanding. | Serve all walk-in and acknowledge tickets in the | |
| inventory and lawful disposition efficiently accounted for through proper inventory and lawful disposition proper inventory and lawful disposition annually. Answer all queries, disseminate instructions and segarding office matters to BOC office matters effectively to BOC employees. | CCC Custom | 3 | ח | ה | 2 | Customer Satisfaction (CSAT) Rating for the 1st Semester of 2025 is | satisfactory CSA1 rating for | Accountability |
| efficiently accounted for through proper inventory and lawful 4 5 4 4.33 disposition annually. | Human Resou (HR) Officer | 4.33 | 4 | ĆΊ | 4 | instructions and reminders regarding office matters effectively to BOC employees. | reminders regarding office matters to BOC employees. | Development Transparency and |
| inventory and lawful disposition efficiently accounted for through proper inventory and lawful 4 5 4 4.33 | | | | | | | Answer queries, disseminate instructions and | Human Resource |
| 7017 | Acting Proper | 4.33 | 4 | O | 4 | efficiently accounted for through proper inventory and lawful | proper inventory and lawful disposition annually. | assets |
| 1000 | | | | | | 100% of all government cont. | All government assets accounted for through | Inventory of government |

