

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **CHRISTIAN EDUARDO A. DE DIOS**, of the City Mayor's Office - City Legal 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 **January - June 2022**



Christian Eduardo A. de Dios

Ratee

Date: **12/27/21**

Reviewed by: / Approved by:	Date	Approved by:
Atty. Anacleto Rei A. Tacanilao <i>Immediate Supervisor</i>	12/27/21	S

Output	Success Indicator (Target + Measure)	Actual Accomplishments	RATING				REMARKS
			Q ¹	E ²	T ³	A ⁴	
Administrative Services	Review documents for approval and signature of the Local Chief Executive / 20 documents per day	Reviewed 20 documents per month	5	4	5	4.6	
	Draft and Review Executive Orders / 2 Executive Orders/ 2 Ordinances / 2 Resolution per month	Drafted & reviewed 3 Executive Orders, 5 Ordinances and 1 Resolution	5	5	4	4.6	
	Conduct legal research on matters of concern for the City Legal Office, City Mayor's Office and other departments in the City Government;	Conducted legal research on matters of concern for said offices	5	5	4	4.6	
	Examined different contracts and agreements for consideration by the City Government and determine the legal basis as well as implications of the proposed agreements;	Examined 40 documents, NOT a month	4	5	5	4.6	
	100 % Attended Interagency, Interdepartmental and Committee meetings and conferences for and in behalf of the CMO and the Local Chief Executive;	Attended various meetings & conferences	5	4	5	4.6	
	Attend online meeting presentations by several organizations as the representative of the Local Chief Executive / 2 presentations per month.	Attended 16 online meetings	4	5	5	4.6	
Legal Services	Notarize Documents brought by walk-in clients (Task Force Titulo) / 50 per day	Notarized 20 documents	5	5	4	4.6	
	Review and make recommendations to currently active legal cases being handled by the City Legal Office / 22 active cases.	Reviewed 10 cases	5	4	5	4.6	

CSC Compliance	100 % Compliance to CSC Rules and Regulations and Office Policies	100% Compliant to CSC Rules and Regulations and Office Policies	5	5	5	5	
Total Overall Rating							
Final Average Rating						4.64	
Adjectival rating						VS	
Comments and Recommendation for Development Purposes:							
Discussed with	Date	Assessed by: / Final Rating by:	Date				
 Christian E. de Dios Employee	7/4/22	I hereby certify that I discussed my assessment of the performance with the employee	7/4/22	?	 Atty. Anacleto Rei A. Lacanilao Immediate Supervisor		
Legend 1 - Quality		2 - Efficiency	3 - Timeliness	4 - Average			