

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ATTY. FRANCES MARGARETTE A. MENDOZA, ATTORNEY II** of the **Legal Division**, agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July to December 2021**.

ATTY. FRANCES MARGARETTE A. MENDOZA

Date: **February 9, 2022**

Recommending Approval:

Approved by:


Date:

ATTY. JOSEPH D. DELOS SANTOS
Assistant Division Chief

ATTY. GANDHI G. GAGNI-FLORES
Division Chief

5.0-	Outstanding
4.0-4.99	Very Satisfactory
3.0-3.99	Satisfactory
2.0-2.99	Unsatisfactory
1.0-1.99	Poor

Output	Performance Indicators (Targets + Measures)	Accomplishment	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Service							
Implementation of Good Governance Conditions	100% submission of SALN to Personnel Section based on Section 8 of RA 6713 on February 28, 2020	SALN as of January 8, 2021 submitted to the Personnel Section on even date.					<i>included in the 1st sem IPCR rating period</i>
	100% of IPCRs commitment based on the approved DPCR submitted to Personnel Section on April 15, 2021	One (1) IPCR with rating period of January to June 2021 submitted to the Personnel Section		4.000	3.000	3.500	
	1 Learning and Development intervention per employee by end of December 2021	One (1) learning event attended as participant.		4.800	4.900	4.850	
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	Simple documents: Memoranda, Letters & Notices were acted immediately Complex docs: 100% compliance due to sensitivity of some cases that needs further review and evaluation		4.800	4.800	4.800	
Support To Operations							
Legal Services including Operations against Unlawful Titling of Public Land	50% of pleadings reviewed and submitted for filing within period as ordered by courts, other tribunals and/or OSG - preparation of pleadings and other documents for trial	Four (4) pleadings prepared and submitted before the proper court.		4.500	5.000	4.750	<i>as need arises</i>

Output	Performance Indicators (Targets + Measures)	Accomplishment	Rating				Remarks
			Q1	E2	T3	A4	
	- court hearings attended with duly issued Certificate of Appearance	One (1) court hearing attended with duly issued certificate of appearance		4.500	5.000	4.750	as need arises
	- Atleast one (1) Confiscation Order to be reviewed and evaluated	No confiscation order referred for review and evaluation.					as need arises
	- Atleast two (2) Interlocutory Orders to be prepared and issued to parties	None referred for drafting of an interlocutory order.					as need arises
	- Atleast one (1) ocular inspection and investigation to be conducted	No instruction to conduct investigation yet.					as need arises
	- Atleast one (1) draft complaint for reversion to be prepared	None referred for drafting of a complaint for reversion.					as need arises
	50% of administrative complaints received issued with show cause order/formally charged/final resolution/cases filed by end of December 2021						
	- Show cause memo and implementation order issued	None referred for drafting of a show cause memo.					as need arises
	- Preliminary hearing or fact finding investigation to be conducted	None referred for the conduct of a preliminary hearing/fact finding investigation.					as need arises
	- Preparation of formal charge	None referred for drafting of a formal charge.					as need arises
	- Submission of draft Decision	None referred for drafting of a decision on administrative cases.					as need arises
Average Rating:				4.520	4.540	4.530	
Comments and Recommendations for Development Purposes:							
Discussed with	Date	Assessed by	Final Ranking by				
	February 9, 2022	I certify that I discussed my assesment of the performance with the employee.					
ATTY. FRANCES MARGARETTE A. MENDOZA		ATTY. JOSEPH D. DELOS SANTOS	ATTY. GANDHI G. GAGNI-FLORES				
Employee		Assistant Division Chief	Division Chief				

Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average