Note: QL no rating

| OUTPUT | MEASURE OF RESULT<br>QUALITY | EFFICIENCY | TIME |
|---|---|---|---|
| **Strategic Priority** | | | |
| 1. Systems Design for the Integrated Inmate Information System | Five indicators for information requirements identified (i.e. for hardware, network, software, training and roll out) - 5<br>Four indicators for information requirements identified - 4<br>Three indicators for information requirements identified - 3<br>Two indicators for information requirements identified - 2<br>One indicator for information requirements identified - 1 | One Information System Identified - 5<br>No Information System Identified - 1 | 2 months - 5<br>4 months - 4<br>6 months - 3<br>8 months - 2 |
| **Core Functions** | | | |
| Output 1. Investigation and Supervision Caseload Reports for Probation (Form 5), Parole / Executive Clemency (Form 21), Suspended Sentence (Form 44) and Community Services (Form 45) analyzed | No error - 5<br>2 errors - 4<br>3 errors - 3<br>4 errors - 2<br>5 or more - 1 | 100% of the caseload reports received - 5<br>80% of the caseload reports received - 4<br>60% of the caseload reports received - 3<br>40% of the caseload reports received - 2<br>20% of the caseload reports received - 1 | 1 day - 5<br>1.5 days - 4<br>2 days - 3<br>2.5 days - 2<br>3 or more - 1 |
| Output 2. Voluntary Confinement (Form 50), and Release on Recognizance (Form 51) Caseload Reports analyzed | No error - 5<br>2 errors - 4<br>3 errors - 3<br>4 errors - 2<br>5 or more - 1 | 100% of the caseload reports received - 5<br>80% of the caseload reports received - 4<br>60% of the caseload reports received - 3<br>40% of the caseload reports received - 2<br>20% of the caseload reports received - 1 | 1 day - 5<br>1.5 days - 4<br>2 days - 3<br>2.5 days - 2<br>3 or more - 1 |
| Output 3. Statistical Reports on Investigation and Supervision Casework Services | No error - 5<br>1 error - 4<br>2 errors - 3<br>3 errors - 2<br>4 or more - 1 | 100% of the caseload services rendered quantified - 5<br>80% of the caseload services rendered quantified - 4<br>60% of the caseload services rendered quantified - 3<br>40% of the caseload services rendered quantified - 2<br>20% of the caseload services rendered quantified - 1 | 1 day - 5<br>1.5 days - 4<br>2 days - 3<br>2.5 days - 2<br>3 or more - 1 |
| Output 4. Case documents for the attestation of derogatory records revalidated | No error - 5<br>1 error - 3<br>2 errors or more - 1 | 100% of the caseload services rendered quantified - 5<br>80% of the caseload services rendered quantified - 4<br>60% of the caseload services rendered quantified - 3<br>40% of the caseload services rendered quantified - 2<br>20% of the caseload services rendered quantified - 1 | 1 day - 5<br>1.5 days - 4<br>2 days - 3<br>2.5 days - 2<br>3 or more - 1 |
| **Support Functions** | | | |
| Output 1:<br>Individual Performance Commitment and Review (IPCR)<br>a. Target | No rating | Submitted - 5<br>Not Submitted - 1 | End of Dec/June - 5<br>Start of January/July - 3<br>Thereafter - 1 |
| b. Accomplishment | No rating | Submitted - 5<br>Not Submitted - 1<br>Not Submitted - 1 | End of Dec/June - 5<br>Start of January/July - 3<br>Thereafter - 1 |
| Output 2:<br>Other Outputs and outputs from Special Assignments/Designations (if already assigned when the Commitment Contract was signed or compliant with the requirements prescribed in the guideline)<br><br>Note: Enumerate outputs | acceptable to supervisor/ assigning officer - 5<br>not acceptable - 1<br><br>*consider substantiality and relevance as indicators | All required outputs submitted - 5<br>In Variance - 3<br>no required output submitted - 1 | Before due date - 5<br>report submitted on due date if required - 3<br>After due date - 1 |

**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**

**I, MARY ANN G. NAVALTA**, Head of the Case Management and Records Division of the DOJ-Parole and Probation Administration 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, 2016

MARY ANN G. NAVALTA
Chief Probation and Parole Officer
June 30, 2016
Date:

| Reviewed by: | | | Approved by: | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| LORNA A. YUMUL<br>Deputy Administrator | | Date | MANUEL G. CO<br>Administrator | | | | | | Date |
| **MFO/PAP** | **SUCCESS INDICATORS (TARGETS + MEASURES)** | **Allotted Budget** | **Division/ Individuals Accountable** | **Actual Accomplishments** | **Rating** Q[1] | E[2] | T[3] | A[4] | **Remarks** |
| **STRATEGIC PRIORITY** | | | | | | | | | |
| 1. Systems Design for the Integrated Inmate Information System | Q - 3 indicators present for information requirements<br>E - 1 information system identified<br>T - 6 months | | | | | | | | |
| **CORE FUNCTIONS** | | | | | | | | | **70%** |
| **Output 1:**<br>Investigation and Supervision caseload Reports for Probation , Parole/Executive Clemency, Suspended Sentence and Community Services analyzed | Q - 3 allowable errors/caseload report of the field office<br>E - 100% of the caseload reports received<br>T - 2 days after receipt of caseload report | | | | | | | | |
| **Output 2:**<br>Voluntary Confinement and Release on Recognizance Caseload Reports analyzed | Q - 3 allowable errors/caseload<br>E - 100% of the caseload reports received/month<br>as provided in the Rating Scale, report | | | | | | | | |
| **Output 3:**<br>Statistical Reports on Investigation and Supervision Casework Services quantified | Q - 2 allowable errors/computed casework services<br>E - 100% of the casework services received<br>T - 2 days after receipt of casework services | | | | | | | | |
| **Output 4:**<br>Case documents for the attestation of derogatory records revalidated | Q - 1 allowable error/case documents of petitioners<br>E - 100% of the request of records check received<br>T - 3 days after receipt of request | | | | | | | | |
| **SUPPORT FUNCTIONS** | | | | | | | | | |
| **Output 1:**<br>Individual Performance Commitment and Review (IPCR)<br>a. Target | Q - No Rating<br>F - Submitted<br>T - Start of January/July | | | | | | | | |
| b. Accomplishment | Q - No Rating<br>E - Submitted<br>T - July 15/January 15 | | | | | | | | |
| **Output 2:**<br>Administrative Reports | Q - No Feedback<br>E - All Required Reports<br>T - on due date *(if required)* | | | | | | | | |
| **Output 2:**<br>Other Outputs and outputs from Special Assignments/ Designations (if already assigned when the Commitment Contract was signed or compliant with the requirements prescribed in the guideline) | Q - Acceptable to Supervisor/assigning officer<br>E - In variance/not all reports submitted<br>T - Report submitted on due date | | | | | | | | |

| **Summary of Ratings:** | **MFO** | **Weighted Percentage** | **Rating** | **Final Rating** |
|---|---|---|---|---|
| **Core Functions** | | 70% | | |
| **Support Functions** | | 30% | | |
| **Final Average Rating** | | | | |
| **Adjectival Rating** | | | | |

| **Reviewed by:** | **Assessed by:** | | **Approved by:** | |
|---|---|---|---|---|
| LORNA A. YUMUL | | | MANUEL G. CO | |
| **Deputy Administrator** | **CO PMT Member/Chairperson** | **Date** | **Administrator** | **Date** |

**REPORT OF ACCOMPLISHMENT NO.1**
Chief Probation and Parole Officer

**STRATEGIC PRIORITY**

| Systems Design for the Integrated Inmate Information System | QL | E | T |
|---|---|---|---|
| | | | |

**REPORT OF ACCOMPLISHMENT NO.2**
Chief Probation and Parole Officer

## CORE FUNCTIONS

| Investigation and Supervision Caseload Reports for Probation, Parole/Executive Clemency, Suspended Sentence and Community Services analyzed | QL | | E | | | T | |
|---|---|---|---|---|---|---|---|
| | Average Number of Errors | Numerical Rating | Number of Reports Received | Number of Reports Analyzed | Numerical Rating | Average Number of Days Analyzed | Numerical Rating |
| | | | | | | | |
| | Average QL = | | Average E = | | | Average T = | |

**REPORT OF ACCOMPLISHMENT NO.3**
Chief Probation and Parole Officer

## CORE FUNCTIONS

| Voluntary Confinement and Release on Recognizance Caseload Reports analyzed. | QL | | E | | | T | |
|---|---|---|---|---|---|---|---|
| | Average Number of Errors | Numerical Rating | Number of Reports Received | Number of Reports Analyzed | Numerical Rating | Average Number of Days Analyzed | Numerical Rating |
| | | | | | | | |
| | Average QL = | | Average E = | | | Average T = | |

**REPORT OF ACCOMPLISHMENT NO.4**

Chief Probation and Parole Officer

## CORE FUNCTIONS

| Statistical Reports on Investigation and Supervision Casework Services quantified | QL | | E | | | T | |
|---|---|---|---|---|---|---|---|
| | Average Number of Errors | Numerical Rating | Number of Reports Received | Number of Reports Analyzed | Numerical Rating | Average Number of Days Analyzed | Numerical Rating |
| | | | | | | | |
| | Average QL = | | Average E = | | | Average T = | |

**REPORT OF ACCOMPLISHMENT NO.5**

Chief Probation and Parole Officer

## CORE FUNCTIONS

| Case documents for the attestation of derogatory records revalidated | QL | | E | | | T | |
|---|---|---|---|---|---|---|---|
| | Average Number of Errors | Numerical Rating | No. of Validated Records Check Received* | Number of Records Check Revalidated | Numerical Rating | Average No. of Days Processed | Numerical Rating |
| | | | | | | | |
| | Average QL = | | Average E = | | | Average T = | |

*Names of petitioners are reflected in the consolidated listings

**REPORT OF ACCOMPLISHMENT NO.6**
Chief Probation and Parole Officer

SUPPORT FUNCTIONS: A. SUBMITTED IPCR TARGET

| RATING PERIOD | DATE SUBMITTED | RATING FOR TIMELINESS |
|---|---|---|
| | | |

B. SUBMITTED IPCR ACCOMPLISHMENT

| RATING PERIOD | DATE SUBMITTED | RATING FOR TIMELINESS |
|---|---|---|
| | | |

**REPORT OF ACCOMPLISHMENT NO.7**

Chief Probation and Parole Officer

**OUTPUTS FROM SPECIAL ASSIGNMENTS**

| Other Outputs/Outputs from Special Assignments/Designations (Enumerate) | TIMELINESS | | | | QUALITY | |
|---|---|---|---|---|---|---|
| | DATES | | No. of Days | Rating | Acceptability to Assigning Officer | Rating |
| | DUE | SUBMITTED | | | | |
| | | | | | | |
| | | Total | _____ | _____ | Total | _____ _____ |
| | | Average | _____ | _____ | Average | _____ _____ |

**EFFICIENCY:**

**Total No. of Required Output** _____

**No. of Required Outputs Submitted** _____

**Efficiency Rating** _____