

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

Probation Officer II

I, [REDACTED] of the **COMMUNITY SERVICES DIVISION** of **DOJ - PAROLE AND PROBATION ADMINISTRATION** commit to deliver & agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December, 2016**.

Ratee

Date

Reviewed by	Date	Approved by	Date
[REDACTED]		[REDACTED]	
Immediate Supervisor		Deputy Administrator	

Output	Success Indicator (Target & Measure)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	

STRATEGIC PRIORITY:

A. CORE FUNCTIONS (70%)

Output 1: Partnering with resource agencies and institutions 1.1. Exploration Letters	Q - With Response E - 1 Agency explored T - December 30						
1.2. Project Proposal / Guidelines / Memorandum of Agreement <i>*Required by Resource Agencies</i>	Q - 3 Modifications / Amendments E - All as required T - On due date						
Output 2: VPA Database Updated	Q - 3-4 Errors E - Regions of Assignment T - Within the allotted time						
Output 3: VPA Certificates of Appointment and IDs reviewed with transmittal letters	Q - 3-4 Errors E - Regions of Assignment T - Within the allotted time						
Output 4: Directory of Community Resources	Q - No Error E - All Regions T - August 31						
Output 5: Consultative and Technical Assistance	Q - Assistance Rendered/Received E - Regions of Assignment T - On due date						

B. SUPPORT FUNCTIONS (30%)

Output 1: Individual Performance Commitment and Review (IPCR) a. Target	Q - No Rating E - Submitted T - 1st working week of July						
b. Accomplishment	Q - No Rating E - Submitted T - January 15, 2017						
Output 2: 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 E - In variance/not all reports submitted T - Report submitted on due date						

AVERAGE RATING:

FINAL AVERAGE RATING:

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Rating by	Date
[REDACTED]		I certify that I discussed my assessment of the performance with the employee. [REDACTED]		[REDACTED]	
Employee		Chief, Community Services Division		Deputy Administrator	

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

Senior Probation and Parole Officer

I, [REDACTED] of the **COMMUNITY SERVICES DIVISION** of **DOJ - PAROLE AND PROBATION ADMINISTRATION** commit to deliver & agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY to JUNE, 2016**.

Ratee
December 29, 2015
Date

Reviewed by	Date	Approved by	Date
[REDACTED]		[REDACTED]	

Output	Success Indicator (Target & Measure)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
A. CORE FUNCTIONS							70%
Output 1: Partnering with resource agencies and institutions 1.1. Exploration Letters	Q - 3 errors in content E - 1 Agency explored T - June 30						
1.2. Project Proposal / Guidelines / Memorandum of Agreement <i>*Required by Resource Agencies</i>	Q - 3 Modification / Amendments E - All as required T - On due date						
Output 2: VPA Applications processed	Q - No Error E - 100% of VPA Applications T - 1 day from receipt						
Output 3: VPA Masterlist Updated	Q - No Error E - Region of Assignments T - 1 day from receipt						
Output 4: VPA Certificates of Appointment and IDs recommended for Administrator's approval	Q - No Error E - Region of Assignments T - 1 day from receipt						
Output 5: Community Resources and Institution updated	Q - No Error E - Region of Assignments T - January 31 / April 30						
Output 6: Consultative and Technical Assistance	Q - Assistance Rendered/Received E - Region of Assignments T - On due date						
Output 7: Consolidated Statistical Reports 7.1. Volunteer Probation Aide	Q - Complete and Accurate Data E - 2 Reports per semester T - July 30, 2016						
7.2. Restorative Justice	Q - Complete and Accurate Data E - 2 Reports per semester T - January 31 / April 30						
7.3. Tree Planting	Q - Complete and Accurate Data E - 2 Reports per semester T - January 31 / April 30						
SUPPORT FUNCTIONS:							30%
Output 1: Individual Performance Commitment and Review (IPCR) a. Target	Q - No Rating E - Submitted 1 T - Start of January/July						
b. Accomplishment	Q - No Rating E - Submitted 1 T - July 15/January 15						
Output 2: 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 E - In variance/not all reports submitted T - Report submitted on due date						

FINAL AVERAGE RATING:

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Rating by	Date
[REDACTED]		I certify that I discussed my assessment of the performance with the employee. [REDACTED]		[REDACTED]	
Employee		on			