


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Aiza B. Besavilla, of Office of the Data Protection Officer commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July-December 2023.

Approved:


AIZA B. BESAVILLA
 RATEE
 Jan. 16, 2024


RYSAN C. GUINOCOR
 Data Protection Officer
 Jan. 16, 2024

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan-Dec 2023	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	O ¹	E ²	T ³	A ⁴	
OP MFO 2: Administrative services										
DPO MFO 1: Administrative and Support Services Management										
UMFO 6. General Administration Support Services										
PI 1: Efficient data protection services management	AI.1: Efficient & customer friendly assistance	Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
		Encodes, Prepares and print DPO Comments reviewed by the Data Protection Officer	100	386		5	5	5	5	
		Prepare Travel Request/Order, Trip tickets, and Cash Advance of the Data Protection Officer	50	20		4	4	4	4	
		Receive Request for Information/Record for Data Protection Officer's Approval	100	367		5	5	5	5	
DPO MFO 2: Protection on data processed										
		Monitor National Privacy Commission's requirements	100%	100%		5	5	5	5	

