

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MA. CZARMINE L. YU, Administrative Aide I of the Office of the Municipal Mayor of Local Government Unit of San Miguel, Leyte commit and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period March 24 to June 16, 2022.

MA. CZARMINE L. YU
 Ratee

Date _____

Reviewed by	Date	Approved by:	Date
<u>HON. NORMAN D. SABDAO</u> Head of Office		<u>HON. NORMAN D. SABDAO</u> Head of Office	

- 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Unsatisfactory
 1 - Poor

MFO/PAP	Success Indicator	Targeted Measure	Allotted Budget	Division/Department	Actual Accomplishments	Rating				Remarks
Strategic Priority	Success Indicator		Allotted Budget		Actual Accomplishments	Q	E	T	A	Remarks
MFO/PAP	Success Indicator		Allotted Budget		Actual Accomplishments	Rating				Remarks
Core Functions						Q	E	T	A	
1. Help desk to people who have appointments with the Municipal Mayor and to those who needs an assistance	10- 5-assists / help visitors in their appointments 4-0 failed to acquire the needs of visitors				5-accumulate on the day the maximum amount 4-accumulate 2 days the maximum amount 3-3days 2- 4 days 1- 5 days	4	4	4	4	
2. Aide in checking and reviewing transaction documents for payments and signing.	10- 5 Completeness of checked attached documents 4-0 failed to check lacking attached documents				5-transmit on the day 4- 2 days 3-3 days 4- 4 days 5-5 days	5	5	4	4	

3. Performs other functions that may be assigned from time to time	10-Follow assigned functions on time 8- follow assigned work late 4- doesn't follow assigned work	5-follow assigned work on time/on the day 4-1-2 days 3-3 days 4- 4days 1- doesn't follow				5	5	5	5	
Support Functions										
1. As assigned work from time to time	100% accomplishment of assigned work from time to time					100% assigned work has been completed	5	5	5	5
Average Rating							4.8	4.8	4.5	4.5

Comments and Recommendation for Development Purposes					
Discussed with	Date	Assessed by: I hereby certify that I discussed my assessment of the performance with the employee	Date	Final Rating	Date
MA. SEARMINE L. YU Employee		HON. NORMAN D. SABDAO Supervisor		4.63	
		HON. NORMAN D. SABDAO Head of Office			

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MA. CZARMINE L. YU**, Administrative Aide I of the Office of the Municipal Mayor of Local Government Unit of San Miguel, Leyte commit and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to May 2023**.

MA. CZARMINE L. YU
Ratee

Date _____


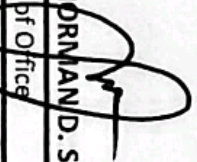
Reviewed by	Date	Approved by:	Date
<i>CR & All</i> ARIEL B. ABELLAR, CPA Immediate Supervisor		<i>[Signature]</i> HON. NORMAN D. SABDAO Head of Office	

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

MFO/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
Strategic Priority					Q	E	T	A	
MFO/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
Core Functions					Q	E	T	A	
1. Receive and prepare Journal Entry Voucher, Chart of account set-up; and transaction categorization and analysis.	10-All documents duly recorded in logbook, all lacking issued corresponding notice to dept. concerned; 8-Only 1-3 missed; 6-Only 4-6 missed; 4-7-9 missed; 2-10 or more missed.			5-Logged/Filed on the day received; 4-1 day after rec.; 3-2 days after rec.; 2-3 days after rec.; 1-4 days after rec.	5	5	5	5	

2. Prepare on a monthly basis, on or before the 10th day of the month, the vouchers for the remittances to various national agencies (e.g. GSIS, Philhealth, HDMF) the premiums and loan amortizations withheld in the preceding month's payroll with attached hardcopy of supporting schedules. Also prepare the supporting summaries in soft or hardcopy (as required) as well as the JEV attached to these vouchers.	5 - processed all remittances; 2 - failed to prepare remittance			5 - finished 5 days before month-end; 4 - fin. On month-end; 3 - fin. on or before 10th of the following month; 2 - fin. 2 day after; 1 - fin. 3 days after	4.3	4	4	4.1	
3. Prepare Certification of Amount to be Withdrawn by MTO on Payrolls prepared as well as Disbursement Voucher. Ensure that it is processed on time.	5 - prepared the Cert with processed DV; 2 - failed to prepare			5 - finished 5 days before third Wednesday; 4 - fin. 3 days before; 3 - fin. On third wed.; 2 fin. 1 day after; 1 fin. 2 days after	5	5	5	5	
Support Functions									
1. As assigned work from time to time	100% accomplishment of assigned work from time to time			100% assigned work has been completed	5	5	5	5	
Average Rating					4.83	4.75	4.75	4.78	

Comments and Recommendation for Development Purposes

Discussed with	Date	Assessed by:	Date	Final Rating	Date
 MA. SARINNE L. YU Employee		I hereby certify that I discussed my assessment of the performance with the employee  HON. NORMAN D. SABDAO Head of Office		4.78	



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ARIEL B. ABELLAR, CPA
Supervisor

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MA. CZARMINE L. YU**, Administrative Aide I of the Office of the Municipal Mayor of Local Government Unit of San Miguel, Leyte commit and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **June 16, 2022 to December 31, 2022**.

MA. CZARMINE L. YU
Ratee

Date _____

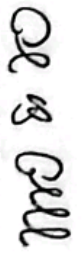
Reviewed by	Date	Approved by:	Date
 ARIEL B. ABELLAR, CPA Immediate Supervisor		 HON. NORMAN D. SABDAO Head of Office	

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Comments and Recommendation for Development Purposes

Discussed with	Date	Assessed by:	Date	Final Rating	Date
 MR. SEARMIN L. YU Employee		 ARIEL B. ABELLAR, CPA Supervisor	 HON. NORMAN D. SABDAO Head of Office	4.78	