

I. CHANDIER. ANOJAN commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2023 - June 2023.

ADMINISTRATIVE
AFFAIRS
DIVISION
OFFICE/SECTION/UNIT:
ACCOUNTING

Approved by:

Signature Name Position Date

MARIA GLETA & ABENDAN Head, Administrative Services Rating

5 - Oustanding

4 - Very Satisfactory

3 - Satisfactory

2 - Unsatisfactory

1 - Poor

Prepared by: Signature Name Date

CHANDIER. ANOJAN

and the second	SUCCESS/PERFORMANCE INDICATOR (PI)	ACCOMPLISHMENTS			Rafing								
MFOs		TARGET	ACTUAL ACCOMPLISHMENT		COGIIII		tillglency			100 A. C.		Remarks	
CORE FUNCTIONS - 70%				Self	Sup.	Self	Sup.	Self	Sup.	Self	Sup.		
1.1: Disbursement Voucher Preparation and Review	Prepare disbursement voucher on a timely basis - 1 to 3 days from the receipt of the complete documentary requirements and review disbursement vouchers prepared by the requisitioning unit	To prepare the disbursement vouchers with complete documentary requirements on time To review the disbursement vouchers prepared by the requisitioning unit as soon as receive	Prepared disbursement vouchers as soon as received	4	ځ	4	4	4	4	4	43	¹ 2	
1.2: Payroll Preparation	Process the payroll on time For Itimized Employees - 7th day of the month For COS/JO - 1 day from the receipt of complete payroll requirements For TES/TDP - 1 day from the receipt of complete supporting documents	To process payroll on time	Processed the payroll on or before the cut-off	4	ዣ	4	4	4	4	4	4		
1.3: Tax Preparation	Compute taxes accurately and file tax returns on time 1601C - on or before 10th day of the following month 1600 - on or before 10th day of the following month 0619E - on or before 10th day of the following month 1601EQ - on or before 30 days after the taxable quarter 1604C - on or before January 31 of the following year 1604E - on or before March 1 of the following year 2000 - on or before 5th day of the following month 2316 - on or before February 28 of the following year 2307 - upon payment to suppliers	To compute taxes accurately and file tax returns on time	Filed the tax returns on or before the deadlines	4	5	4	4	4	4	4	J.	13	

IPCR January - June 2022



I. CHANDIER. ANOJAN commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2023 - June 2023.

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OFFICE/SECTION/UNIT:
ACCOUNTING

Marie Balling		ACCOMPLISHMENTS			Raffing								
MFOs	SUCCESS/PERFORMANCE INDICATOR (PI)	TARGET	ACTUAL ACCOMPLISHMENT	1	Godiny	THE PART	Emiciency	Imalinass		Averdoe		Remarks	
CORE FUNCTIONS - 70%				Self	Sup.	Self	Sup.	Self	Sup.	Self	Sup.		
1.4: Remittance List Preparation	Prepare the mandatory government contributions on time For Philhealth - 5th day of the month For Pag-ibig COS - 5th day of the following month	To prepare the remittance list on time	Prepared the remittance before cut-off	4	4	4	4	4	4	4	4		
1.5: Journal Entry Voucher Preparation	Prepare journal entry in the eNGAS For the period 1-15 (on or before 25th day of the month) For the period 16-30 (on or before 10th day of the following month)	To prepare journal entries for the monthly transactions in the eNGAS on time	Prepared the journal entry in eNGAS on or before cut-off	4	4	4	4	4	4	4	4		
1.6: Financial Reports Preparation	Prepare financial reports on time Bank Reconciliation - on or before 15th day of the following month Liquidation Report - within 30 days from the activity AR Aging Report - to be updated monthly	To prepare the financial reports on time	Prepared the financial reports on or before deadline	4	4	4	4	4	4	4	4		



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ACCOUNTING

	The street of th	ACCOM	PLISHMENTS	09.33	ties.	感染	Ro	ifing	Sept.	933	1122	
MFOs	SUCCESS/PERFORMANCE INDICATOR (PI)	TARGET	ACTUAL ACCOMPLISHMENT	-		10000	Efficiency		Ilmeliness	Average	vieloge.	Remarks
ORE FUNCTIONS - 70%				Self	Sup.	Self	Sup.	Self	Sup.	Self	Sup.	
1.7: Review Financial Documents	From Cashier (1 to 2 days from receipt of complete documents) Report of Check Issued Report of Advice to Debit Account Issued Report of Cash Disbursement Accountability Report Petty Cash Fund Fund Utilization Report for TES/TDP From Budget Officer (1 to 2 days from receipt of complete documents) Obligation Request Status (ORS) Budget Utilization Request Status (BURS) Budget Proposal PPMP Fund Balance, Allotments, Allocations, Obligations, etc From BAC and Supply Officer (1 to 2 days from receipt of complete documents) Purchase Order Documentary Requirements to process the payments (invoices, AOQs, PRs, RFQs, permits, IARs) Report of Supplies and Materials Issued	To review the reports and documents on a timely basis	Reviewed the reports and documents as soon as received	4	4	4	4	4	4	4	7	



L. CHANDER ANOJAN commils to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2023 - June 2023

ADMINISTRATIVE
AFFAIRS
DIVISION
OFFICE/SECTION/UNIT:
ACCOUNTING

1.8: Other Administrative Works	On a routinary basis: Review the outputs prepared by accounting staff -train personnel on new updates and processes -Answer to clients/employees queries -Facilitate processing of documents like Student's Statement of Account, Clearance, Certificate of Net Take Home Pay and other certifications.	To perform administrative works on a routinary basis	Performed the tasks as assigned accordingly	4	4	4	4	4	4	4	4	,
			PART 1 - TOTAL									2.86

MFOs	SUCCESS/PERFORMANCE INDICATOR (PI)	SUPERVISORS RAITING	Average	Remarks
SUPPORT FUNCTIONS - 30 %	The state of the s	and the security surgest to the strict of the strict of the security of the se		
	1. EXEMPLARY PERFORMANCE/BEST PRACTICES - 10%	4	0.44	
	1.1 Adjectival Rating in compliance with the following: (with in 6 months)			
	1.1.1 Tardiness and Under time	4		
Compliance of CSC and institute policies and	1.1.2. Attendance	9'		
regulations and other	1.1.3. Use of passslips	5		
pertinent provisions	1.1.4. attendance to flag raising and flag lowering ceremonies	4		
	1.1.5. no swiping in before 12:30 pm	4		
	1.1.6. wearing of prescribed uniforms/ID	5		
	1.1.7. Observance of dress code			
	2. Zero Complaint from Client - 10%		10.48	
	2.1. Quality of Service	4		
	2.2. Speed of Service	5		
	2.3. Smile/Greetings/Fleasant Attitude	<		
	2.4. Grooming of Employee	S		
	2.5. Cleanliness of Work Area			
	3.New Initiatives - 5%		0.12	
	3.1. Average rated performance in all assigned task and designations	2		
	3.2. Other Institutional Event/Activities	2		
	3.3. Other designations/committee memberships	5		
	3.4. Perform other related functions			



4. Human Relations - 5%

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

CHANDIER ANOJAN commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2023 - June 2023.

ADMINISTRATIVE
AFFAIRS
DIVISION
OFFICE/SECTION/UNIT:
ACCOUNTING

0.25

	4.1. Average rated performance	in terms of working rela	ationship with supervisors, peers	and subordinates	5	
			PART 2 - TOTAL			1.423
1				Summ	nary:	T
	AND THE PROPERTY OF THE PARTY O			Part I	2.80	
	The state of the s			Part II	1-470	
				Average Rating	4.28	
DD: INTERVENTIONS (Mus Facto	') - Maximum of 2 points	公共运动 医腹部的	CANDED TO HER TO SHEET AND			NO CONTROL OF
				Final Average Rating		
				Adjectival Rating	VS	
ater's Comments and Recomm	nendations:					
ie above rating has been discu	ussed with the retee	Rater	Direct Supervisor	Approved by:		
Signature:	(Show of	Signature:	Mark	Signature:	fretage 5	FL.
Name of Ratee:	CHANDIE R. ANOJAN	Rater/Supervisor:	MARIA GLEDA & BENDAN	Office Head:	/Euziquio/	PERNIS
Position:	Accountant I	Position:	Head, Administrative Services	Position:	Campus	Director
Date:	8/25/23	Date:		Date:		
	<u> </u>					



CHANDIER. ANOJAN commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 2023 - December 2023.

ADMINISTRATIVE
AFFAIRS
DIVISION
OFFICE/SECTION/UNIT:
ACCOUNTING

Approved by:

Signature Name Position Date

MARIA GLECA B. ABENDAN Head, Administrative Services Rating

5 - Oustanding

4 - Very Satisfactory

3 - Satisfactory

2 - Unsatisfactory

1 - Poor

Prepared by: Signature

> Name Date

CHANDITY RIANGIAN

		ACCOMPLISHMENTS			1	400	ALEKON.					
MFOs	SUCCESS/PERFORMANCE INDICATOR (P.)	TARGET	ACTUAL ACCOMPUSHMENT		Godiny		Emciency		IIMelinett		offinance	Remarks
CORE FUNCTIONS - 70%				Self	Sup.	Self	Sup.	Self	Sup.	Self	Sup.	
1.1: Disbursement Voucher Preparation	Prepare disbursement voucher on a timely basis - 1 to 3 days from the receipt of the complete documentary requirements and review disbursement vouchers prepared by the requisitioning unit	To prepare the disbursement vouchers with complete documentary requirements on time To review the disbursement vouchers prepared by the requisitioning unit as soon as receive	Prepared disbursement vouchers as soon as received	4	ځ	4	4	4	4	4	4.1	73
1.2: Payroll Preparation	Process the payroll on time For Itimized Employees - 7th day of the month For COS/JO - 1 day from the receipt of complete payroll requirements For TES/TDP - 1 day from the receipt of complete supporting documents	To process payroll on time	Processed the payroll on or before the cut-off	4	4	4	4	4	4	4	4.2	73-
1.3: Tax Preparation	Compute taxes accurately and file tax returns on time 1601 C - on or before 10th day of the following month 1600 - on or before 10th day of the following month 0619E - on or before 10th day of the following month 1601EQ - on or before 30 days after the taxable quarter 1604C - on or before January 31 of the following year 1604E - on or before March 1 of the following year 2000 - on or before 5th day of the following month 2316 - on or before February 28 of the following year 2307 - upon payment to suppliers	To compute taxes accurately and file tax returns on time	Filed the tax returns on or before the deadlines	4	ĭ	4	4	4	4	4	4:	m

IPCR July - December 2023

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CHANDIE & ANOJAN commits to deliver and agree to be rated on the attainment of the tollowing targets in accordance with the indicated measures for the period July 2023 - December 2023

ADMINISTRATIVE
APPAIRS
DIVISION
OFFICE/SECTION/UNITACCOUNTING

DESCRIPTION OF THE PROPERTY OF		ACCOMPLISHMENTS			Rafing							C. (5) (1) (1) (1) (1)
NPOs.	SINCESS/PERFORMANCE INDICATOR (P.)	TARGET	ACTUAL ACCOMPUSHMENT		Stall .		Efficiency				A	Remedits'
COM RINCHONS - TITS				Self	Sup	Seatt	Sup	Self	Sup	Self	Sup	
1.4 tembrace (# Preparation	Prepare the mandatory government contributions on time for Philhealth - 5th day of the month for Pag-Ibig COS - 5th day of the following month	To prepare the remittance list on time	Prepared the remitlance before cut-off	4	4	4	4	4	4	4	7	
1.5: Journal Entry Voucher Preparation	Prepare journal entry in the eNGAS For the period 1-15 (on or before 25th day of the month) For the period 16-30 (on or before 10th day of the following month)	To prepare journal entries for the monthly transactions in the eNGAS on time	Prepared the journal entry in eNGAS on or before cut-off	4	4	4	4	4	4	4	4	
I.4: Financial Reports Preparation	Prepare financial reports on time Bank Reconciliation - on or before 15th day of the following month Liquidation Report - within 30 days from the activity AR Aging Report - to be updated monthly	To prepare the financial reports on time	Prepared the financial reports on or before deacline	4	4	4	4	4	4	4	4	

IPCR July - Oceanier 2023





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ADMINISTRATIVE
APPAIRS
DIVISION
OFFICE/SECTION/UNITS
ACCOUNTING

	SUCCESS/PERFORMANCE INDICATOR (PI)	ACCOMPLISHMENTS			100		,					
NA.		TARGET	ACTUAL ACCOMPLISHMENT	-	1		Mcancy		(memers		,	Remorks
CORE RENOTIONS - 70%				Self	Sup	Self	Sup.	Self	Sup.	Seif	Sup.	
1.7: Review Financial Documents	from Cashier (1 to 2 days from receipt of complete documents) Report of Check Issued Report of Advice to Debit Account Issued Report of Collection Report of Cash Disbursement Accountability Report Petity Cash Fund Fund Utilization Report for TES/TDP from Budget Officer (1 to 2 days from receipt of complete documents) Obligation Request Status (ORS) Budget Utilization Request Status (BURS) Budget Proposal PPINP Fund Baliance, Allotments, Allocations, Obligations, etc from BAC and Supply Officer (1 to 2 days from receipt of complete documents) Purchase Order Documentary Requirements to process the payments (invaices, AOQs, PRs, RFQs, permits, IARs) Report of Supplies and Materials Issued	To review the reports and documents on a timely basis	Reviewed the reports and clocuments as soon as received	4	4	4	4	4	4	4	4	

PALDMPON INSTITUTE OF TECHNOLOGY TABANGO	CHANCE & ANGUAR commits to delive	INDIVIDUAL PERFORMANCE COMMITMENT & SEVIEW FORM (IFCE) (CURN commits to deliver and agree to be raised on the attainment of the cardance with the Indicated measures for the period July 2023 - December (023)								HSTRA PFAIR VISIO BCTIC OUNT	S 96 596/159675
1.2 (Mar. Louisides) va Books	One insufficient basis devices the outputs prepared by accounting early finds personnel on new updates and processes deswer to allerity/employses queries finallitate processing of documents like (fudents) Statement of Account, Clearance, Certificate of Net Take Norms Pay and other certifications.	on a roufinary basis	Parformed the tasks as assigned accordingly	. 4	4	4	4	4	ě	4	,
			PART 1 - TOTAL	•	to encacelle	-	marries de				7.86

***	SUCCESS/PERFORMANCE INDICATOR (*II)	DATE STREET	SUPERVISORS RATING	e temori
UPPORT FUNCTIONS - 30 5	k		AND CALLED SECTION OF THE SECTION OF	
	1. EXEMPLARY PERFORMANCE/BEST PRACTICES - 10%	SCHOOL SCHOOL	4	0.44
	1.1 Adjectival Rating in compliance with the following: (with in 6 months)		7	
	1.1.1 Tardines, and Under time		4	
institute policies and	1.1.2. Aftendance		°C	
regulations and other	1.1.2. Use of passsips		4	
perferent provisions	1.1.4. aftendance to flag raising and flag lowering ceremonies		7	
	1.1.5. no swiping in before 12:30 pm		5	
	L. L. wearing of prescribed uniforms/ID		5	
	1.1.7. Observance of dress code			
	2 Lero Complaint from Client - 10%			0.48
	2.1. Quality of Service		4	
	2.2 Speed of Service		3	
	23 Smile/Greetings/Pleasant Attitude		2	
	2.4. Grooming of Employee		S	
	2.5 Cleanlines of Work Area		5	
	1. New Inflictives - 5%	國際國際 美国国际		0.75
	3.1. Average rated performance in all assigned task and designations		5	
	3.2. Other institutional Event/Activities		5	
	3.3 Other designations/committee memberships		5	
	1.4. Perform other related functions		5	



Name of Ratee:

Position:

Date:

4. Human Relations - 5%

CHANDIER. ANOJAN

Accountant I

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

L CHANDIER, ANOJAN commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 2023 - December 2023

4.1. Average rated performance in terms of working relationship with supervisors, peers and subordinates

Rater/Supervisor:

Position:

Date:

ADMINISTRATIVE
AFFAIRS
DIVISION
OFFICE/SECTION/UNIT:
ACCOUNTING

0.25

Campus Director

	PART 2 - TOTAL			1.423
		•		
		Summary		
		Part I	2.86	
		Part II	1-423	
		Avercige Rating	4.28	
ADD: INTERVENTIONS (Plus Factor) - Maximum of 2 points	2016年2月1日中央的工作等,被共和国的工作	in the last and the same of th		
		Final Average Rating		
		Adjectival Rating	, VS	
Rater's Comments and Recommendations:				
The above rating has been discussed with the Reflee	Rater Direct Supervisor	Approved by:		
Signature:	Signature: ¬AQ, Q	Signature:	Les Elle	. \

MARIA GLETA B. ABENDAN

Head, Administrative Services

Office Head:

Position:

Date: