



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHANDIE R. 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 S. Abendan*  
**MARIA GLETA S. ABENDAN**  
Head, Administrative Services

Rating

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

Prepared by:

Signature  
Name  
Date

*Chandie R. Anojan*  
**CHANDIE R. ANOJAN**  
8/25/23

MFOs	SUCCESS/PERFORMANCE INDICATOR (PI)	ACCOMPLISHMENTS		Rating								Remarks
		TARGET	ACTUAL ACCOMPLISHMENT	Quality		Efficiency		Timeliness		Average		
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	5	4		4	4	4	4	4.73
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
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	4.73



PALOMPON INSTITUTE  
OF TECHNOLOGY  
TABANGO

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHANDIE R. 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

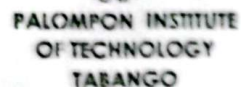
MFOs	SUCCESS/PERFORMANCE INDICATOR (PI)	ACCOMPLISHMENTS		Rating								Remarks
		TARGET	ACTUAL ACCOMPLISHMENT	Quality		Efficiency		Timeliness		Average		
CORE FUNCTIONS - 70%				Self	Sup.	Self	Sup.	Self	Sup.	Self	Sup.	
1.4: Remittance List Preparation	Prepare the mandatory government contributions on 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	



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)  
I, CHANDLER 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

MFOs	SUCCESS/PERFORMANCE INDICATOR (PI)	ACCOMPLISHMENTS		Rating								Remarks
		TARGET	ACTUAL ACCOMPLISHMENT	Quality		Efficiency		Timeliness		Average		
CORE FUNCTIONS - 70%				Self	Sup.	Self	Sup.	Self	Sup.	Self	Sup.	
1.7: Review Financial Documents	review the reports and documents on timely manner											
	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 -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	4	



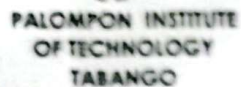
I, CHANDLER ANOJAN, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2023 - June 2023

ADMINISTRATIVE  
AFFAIRS  
DIVISION  
OFFICE/SECTION/UNIT:  
ACCOUNTING

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	4	4	4	4	4
			PART 1 - TOTAL													2.86

MFOs	SUCCESS/PERFORMANCE INDICATOR (PI)				SUPERVISORS RATING	3 2 1 0 -1	Remarks
SUPPORT FUNCTIONS - 30 %							
Compliance of CSC and institute policies and regulations and other pertinent provisions	1. EXEMPLARY PERFORMANCE/BEST PRACTICES - 10%					0.44	
	1.1 Adjectival Rating in compliance with the following: (with in 6 months)						
	1.1.1 Tardiness and Under time				4		
	1.1.2. Attendance				4		
	1.1.3. Use of passslips				5		
	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				5		
2. Zero Complaint from Client - 10%						0.48	
2.1. Quality of Service				4			
2.2. Speed of Service				5			
2.3. Smile/Greetings/Pleasant Attitude				5			
2.4. Grooming of Employee				5			
2.5. Cleanliness of Work Area				5			
3. New Initiatives - 5%						0.25	
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			
3.4. Perform other related functions				5			

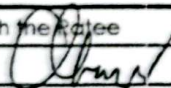
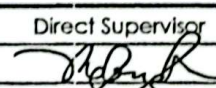





I, **CHANDLER R. ANOJAN**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 2023 - June 2023**:

ADMINISTRATIVE  
AFFAIRS  
DIVISION  
OFFICE/SECTION/UNIT:  
ACCOUNTING

4. Human Relations - 5%								6.75	
4.1. Average rated performance in terms of working relationship with supervisors, peers and subordinates						5			
<b>PART 2 - TOTAL</b>									1.425

		Summary:		
		Part I	2.86	
		Part II	1.45	
		Average Rating	4.28	
DD: INTERVENTIONS (Plus Factor) - Maximum of 2 points				
		Final Average Rating		
		Adjectival Rating	VS	
Rater's Comments and Recommendations:				
The above rating has been discussed with the Ratee		Rater	Direct Supervisor	Approved by:
Signature:		Signature:		Signature:
Name of Ratee:	CHANDIE R. ANOJAN	Rater/Supervisor:	MARIA GEMMA B. ABENDAN	Office Head:
Position:	Accountant I	Position:	Head, Administrative Services	Position:
Date:	8/25/23	Date:		Date:
				
				EUTQUIO A. PERNIS
				Campus Director



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHANDLER 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 Gleta B. Bendan*  
**MARIA GLETA B. BENDAN**  
Head, Administrative Services

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

Prepared by:

Signature  
Name  
Date

*Chandler Anojan*  
**CHANDLER ANOJAN**  
8/25/23

MFOs	SUCCESS/PERFORMANCE INDICATOR (P )	ACCOMPLISHMENTS		Rating								Remarks
		TARGET	ACTUAL ACCOMPLISHMENT	Quality		Efficiency		Timeliness		Average		
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	5	4	4	4	4	4	4	4.73
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	4.33
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	4	4.33



NFOs	SUCCESS/PERFORMANCE INDICATOR (P)	ACCOMPLISHMENTS		Rating								Remarks
		TARGET	ACTUAL ACCOMPLISHMENT	Quality		Efficiency		Timeliness		Accuracy		
CORE FUNCTIONS - TOTAL				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 COI - 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	

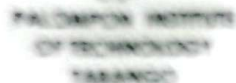
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **CHANDIE R. 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**

MPCs	SUCCESS/PERFORMANCE INDICATOR (PI)	ACCOMPLISHMENTS		Rating								Remarks
		TARGET	ACTUAL ACCOMPLISHMENT	Quality		Efficiency		Timeliness		Value for Money		
CORE FUNCTIONS - 70%				Self	Sup.	Self	Sup.	Self	Sup.	Self	Sup.	
1.2: Review Financial Documents	Review the reports and documents on timely manner											
	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 -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, AOGs, 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	4	





## CHANG, L. AND JIN

1. **CHANDER J. ANJAN** commits to deliver and agree to be held on the affidavit of the following target in accordance with the indicated measures for the period July 2023 - December 2023

## ACCOUNTING

1.2 Other Administrative Work:	On a routine basis Review the outputs prepared by accounting staff Advise personnel on new updates and processes Answer to clients/employees queries Facilitate processing of documents like Student's Statement of Account, Clearance, Certificate of No Tax Return Due and other certifications.	To perform administrative works on a routine basis	Performed the tasks as assigned accordingly	*	4	*	4	*	4	*	4		
			PART 1 - TOTAL										2.86

INFO	SUCCESS/PERFORMANCE INDICATOR (PI)				SUPERVISORS RATING	REMARKS
<b>SUPPORT FUNCTIONS - 30 %</b>						
Compliance of CSC and Institute policies and regulations and other pertinent provisions	<b>1. Exemplary Performance/Best Practices - 10%</b>					0.49
	1.1. Adjectival Rating in compliance with the following: (with in 6 months)				4	
	1.1.1. Tardiness and Under time				5	
	1.1.2. Attendance				5	
	1.1.3. Use of passslips				4	
	1.1.4. attendance to flag raising and flag lowering ceremonies				4	
	1.1.5. no swiping in before 12:30 pm				5	
	1.1.6. wearing of prescribed uniforms/ID				5	
	1.1.7. Observance of dress code				5	
	<b>2. Zero Complaint from Client - 10%</b>					0.48
	2.1. Quality of Service				4	
	2.2. Speed of Service				5	
	2.3. Smile/Greetings/Pleasant Attitude				5	
	2.4. Grooming of Employee				5	
	2.5. Cleanliness of Work Area				5	
	<b>3. New Initiatives - 5%</b>					0.25
	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	
	3.4. Perform other related functions				5	



PALOMPON INSTITUTE  
OF TECHNOLOGY  
TABANGO

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHANDIE R. 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

## 4. Human Relations - 5%

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

### PART 2 - TOTAL

0.25

1.423

## Summary:

Part I

2.86

Part II

1.423

Average Rating

4.28

ADD: INTERVENTIONS (Plus Factor) - Maximum of 2 points

Final Average Rating

VS

Adjectival Rating

Rater's Comments and Recommendations:

The above rating has been discussed with the Ratee

Signature:

Name of Ratee:

CHANDIE R. ANOJAN

Position:

Accountant I

Date:

8/25/23

Rater

Direct Supervisor

Signature:

Rater/Supervisor:

MARIA GLETA B. ABENDAN

Position:

Head, Administrative Services

Date:

Approved by:

Signature:

Office Head:

Position:

Date:

JEUTQUIO A. PERNIS

Campus Director