

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERLY S. ESGUERRA, of the Budget Office commits to deliver and agrees to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period Jan 1-June 30, 2024.

Submitted by:

ERLY S. ESGUERRA

Rated

Approved:

ALICIA M. FLORES

Head, Budget

UFMO 5: Support to Operations (STO)

OVPAF STO1: ISO aligned management and administrative support system

FMO STO 1: ISO 9001:2015 aligned documents and compliant processes

MFOs/PAPs	Success Indicators	Task Assigned	Target (Jan-June 2024)	Actual Accomplishments	Rating				Remarks
					Q¹	E²	T³	A⁴	
ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served, rated the services received at least very satisfactory or higher	Provide utmost services to the client	100%	100%	5	5	5	5	
	PI 2. Percentage of ISO related meetings attended	Attends office meetings essential to ISO implementation	100%	100%	5	5	4	4.67	

OVPAF STO 3: ARTA aligned compliance and reporting requirements

FMO STO 3: ARTA aligned frontline services

ARTA aligned frontline services	PI 1: Efficient and customer friendly services	Entertain clients and observe no noon break policy	Zero complaint from clients served	0%	5	5	5	5	
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OVPAF MFO 2: BUDGET SERVICES

FMO GASS 3. Financial Services Management

Financial Reports Management	PI 1: Number of sub-allotment & projects controlled 2 days upon receipt, error free	Controls office/center/dept . augmentation under Internally Generated Funds (IGF) and encode income from IGF Projects to Registry of Receipts & Obligations Subsidiary Ledger of current and prior years expenses	1500 documents under STF & income recorded to 176 proj/mo.	1500	5	4	5	4.67	
	PI 2. Number of documents obligated, 2 days upon receipt, error free	Obligates and records documents in the subsidiary ledger and files BUR, purchase orders, payrolls & vouchers copy under IGF	2500 documents obligated & filed under IGF	2658	5	5	5	5	

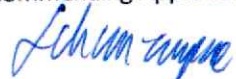
		Encodes purchase orders, vouchers & payrolls under IGF Accounts to BAOM	2500 document	2658	5	5	5	5	
	PI 3. Number of documents earmarked, 2 days upon receipt, error free	Earmarks Job Orders, Contract of services, Purchase Requests, RIS and fund transfer IGF projects	750 document earmarks	1104	4	5	5	4.67	
	PI 4. Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free	Prepares monthly, Quarterly & year-end status of funds under IGF projects	6 internal reports	6	5	5	5	5	
Total Over-all Rating								39	
Average Rating :								4.88	
Additional Points:					Comments & Recommendations for Development Purposes: Send to trainings on Laws & Rules on Government Expenditures and other Financial Management Related Trainings				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:


ALICIA M. FLORES
Head, Budget Office


Date: 7/8/24

Recommending Approval:


LOUELLA C. AMPAC
Director for Financial Management

Date: 7/8/2024

Approved by:


ELWIN JAY V. YU
Vice President for Admin & Finance

Date: 7/8/24

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERLY S. ESGUERRA, of the Budget Office commits to deliver and agrees to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July-December 31, 2024.

Submitted by:

ERLY S. ESGUERRA

Ratee

Approved:

ALICIA M. FLORES

Head, Budget

UFMO 5: Support to Operations (STO)

OVPAF STO1: ISO aligned management and administrative support system

FMO STO 1: ISO 9001:2015 aligned documents and compliant processes

MFOs/PAPs	Success Indicators	Task Assigned	Target (July-Dec 31 2024)	Actual Accomplishments	Rating				Remarks
					Q¹	E²	T³	A⁴	
ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served, rated the services received at least very satisfactory or higher	Provide utmost services to the client	100%	100%	5	5	5	5	
	PI 2. Percentage of ISO related meetings attended	Attends office meetings essential to ISO implementation	100%	100%	5	5	4	4.67	

OVPAF STO 3: ARTA aligned compliance and reporting requirements

FMO STO 3: ARTA aligned frontline services

ARTA aligned frontline services	PI 1: Efficient and customer friendly services	Entertain clients and observe no noon break policy	Zero complaint from clients served	0%	5	5	5	5	
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OVPAF MFO 2: BUDGET SERVICES

FMO GASS 3. Financial Services Management

Financial Reports Management	PI 1: Number of sub-allotment & projects controlled 2 days upon receipt, error free	Controls office/center/dept . augmentation under Internally Generated Funds (IGF) and encode income from IGF Projects to Registry of Receipts & Obligations Subsidiary Ledger of curent and prior years expenses	1500 documents under STF & income recorded to 176 proj/mo.	1500	5	4	5	4.67	
	PI 2. Number of documents obligated, 2 days upon receipt, error free	Obligates and records documents in the subsidiary ledger and files BUR, purchase orders, payrolls & vouchers copy under IGF	2500 documents obligated & filed under IGF	2720	5	5	5	5	

		Encodes purchase orders, vouchers & payrolls under IGF Accounts to BAOM	2500 document	2720	5	5	5	5	
	PI 3. Number of documents earmarked, 2 days upon receipt, error free	Earmarks Job Orders, Contract of services, Purchase Requests, RIS and fund transfer IGFprojects	750 document earmarks	1004	5	5	5	5.00	
	PI 4. Number of status of funds monthly, quarterly and year-end status prepared within prescribed period, error free	Prepares monthly, Quarterly & year-end status of funds under IGF projects	6 internal reports;2 quarterly reports, Subsidiary Ledgers to different depts/proj/office	6	5	5	5	5	
Total Over-all Rating								39.33	
Average Rating :								4.92	
Additional Points:					Comments & Recommendations for Development Purposes:				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:


ALICIA M. FLORES
 Head, Budget Office

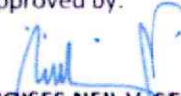
Date: 1/10/2025

Recommending Approval:


LOUELLA C. AMPAC
 Director for Financial Management

Date: 1/10/2025

Approved by:


MOISES NEIL V. SERINO
 Vice President for Admin & Finance

Date: 02/7/25