

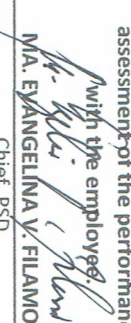
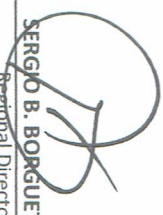
Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ERIC R. GRANADA, Admin Officer V of OWWA-RWO VIII, 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 to December 2020.

Eric R. Granada
ERIC R. GRANADA
Ratee

Reviewed by: <u>MA. EVANGELINA V. PLAMOR</u>	Date <u>1/27/21</u>	Approved by: <u>SERGIO B. BOGADOETA, JR.</u>	Date <u>1/29/21</u>					
<u>Immediate Supervisor</u>		<u>Regional Director</u>						
Output	Success Indicators (Targets + Measures)		Actual Accomplishments	Rating				Remarks
CORE FUNCTIONS	GENERAL ADMINISTRATIVE & SUPPORT SERVICES			Q	E	T	A	
FINANCIAL MANAGEMENT	Post and update 150 Books of Accounts & Subsidiary Ledgers by the end of Dec 2020 for GAA & OWWA Fund		Posted and updated 187 Books of Accounts & Subsidiary Ledgers by the end of Dec. 2020	5	5	3	4.33	
	Certify 1200 DVs as to validity & completeness of supporting documents and availability of funds by the end of Dec. 2020		Certified 1436 DVs as to validity & completeness of supporting documents and availability of funds by the end of Dec. 2020	5	5	3	4.33	
	Fund Utilization 50% 1st semester & 50% 2nd semester or 100%		Fund Utilization 92% rate as of Dec. 2020	3	5	5	4.33	
	Prepare and submit to HO 4 quarterly reports of BFAR by end of the reference quarter		Prepared and submitted to HO 4 quarterly reports of BFAR by end of the reference quarter	5	5	3	4.33	
	Liquidate/settle cash advances within the prescribed period for the following accounts. Accounts Advances to Officers & Employees (80% of prior & current year)		Liquidated/settled cash advances within the prescribed period for the following accounts. Accounts Advances to Officers & Employees (100% of prior & current year)	5	5	3	4.33	
Financial Reports	Account Petty Cash Fund (100% end of the year) Prepare & submit 8 monthly Financial Reports to the COA		Account Petty Cash Fund (100% end of the year) Prepared & submitted 8 monthly Financial Reports to the COA	5	5	3	4.33	

	Prepare & submit 4 quarterly Financial Reports to the COA on the 10th day (20th day for quarterly) of the following month Trial Balances Balance Sheet (qtr) Statement of Income & Expenses (qtr) Statement of Cash Flow (qtr) Check Disbursement Journal Cash Receipts Journal General Journal Journal Entry Voucher	Prepared & submitted 4 quarterly Financial Reports to the COA on the 10th day (20th day for quarterly) of the following month Trial Balances Balance Sheet (qtr) Statement of Income & Expenses (qtr) Statement of Cash Flow (qtr) Check Disbursement Journal Cash Receipts Journal General Journal Journal Entry Voucher	5	5	3	4.33	
	Prepare and verify 12 monthly remittances to BIR on the 10th day of the following month	Prepared and verified 12 monthly remittances to BIR on the 10th day of the following month	5	5	5	5.00	
Personnel Report	Prepare & submit 12 monthly Attendance Reports	Prepared & submitted 12 monthly Attendance Reports	5	5	3	4.33	
	Prepare & submit 12 monthly Monitoring Reports	Prepared & submitted 12 monthly Monitoring Reports	5	5	3	4.33	
	Update 9 leave cards every months	Updated 9 leave cards every months	5	5	3	4.33	
					(4.39* .7)	3.07	
NON-CORE FUNCTIONS	SUPPORT TO OPERATIONS SERVICES						
Others	Process & Evaluate DOLE-AKAP application	Process & Evaluate DOLE-AKAP application	5	5	3	4.33	
	Monitor 1st Tranchred DOLE-AKAP approved & released	Monitor 1st Tranchred DOLE-AKAP approved & released	5	5	3	4.33	
					(4.33* 1.3	1.3	
Final Average Rating						4.37	
Comments and Recommendations for Development Purposes:							
(VS) Very Satisfactory							
Discussed with:	Date	Assessed by: I certify that I discussed my assessment of the performance with the employee	Date	Final Rating by:			Date
ERIC R. GRANADA Accountant III / SAO Designate	1/27/21	 MA. EVANGELINA V. FILAMOR Chief, PSD	1/27/21	 SERGIO B. BORGUETA, JR. Regional Director			1/29/21