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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

the following targets in accordance with the indicated measures for the period January to December 2020. I, ERIC R. GRANADA, Admin Officer V of OWWA-RWO VIII, commit to deliver and agree to be rated on the attainment of

ERIC R. GRANADA

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Reviewed by:	12	Date /	Approved by:	Y						Date
MA. EVANGELINA V. FILAMOR	V. FLAMOR	1/27/11	SERGIOB. BORGOETA, JR.	GOETA, JR.						1/29/21
/ Immediate Supervisor	Supervisor		Regional birector	tor						
Output	Succ	Success Indicators (Targets + Measures)	argets + Measur	es)	Actual Accomplishments		Rating	ing		Remarks
CORE FUNCTIONS	GENERAL ADMINISTRATIVE & SUPPORT SERVICES	VE & SUPPORT S	SERVICES			Q	m	-	A	
FINANCIAL MANAGEMENT	Post and update 150 Books of Accounts & Subsidiary Ledgers by the end of Dec 2020 for GAA & OWWA Fund	ks of Accounts & und	. Subsidiary Ledç		Posted and updated 187 Books of Accounts & Subsidiary Ledgers by the end of Dec. 2020	O1	O1	ω	4.33	
	Certify 1200 DVs as to validity & completeness of supporting documents and availability of funds by the end of Dec. 2020	idity & complete e end of Dec. 202	eness of supporti 20		Certified 1436 DVs as to validity & completeness of supporting documents and availability of funds by the end of Dec. 2020	CT	5	ω	4.33	
	Fund Utilization 50% 1st semester & 50% 2nd semester or 100%	emester & 50%	2nd semester or		Fund Utilization 92% rate as of Dec. 2020	ω	51	5	4.33	
	Prepare and submit to HO 4 quarterly reports of BFAR by end of the reference quarter) 4 quarterly repo	orts of BFAR by e	and of the reference	Prepared and submitted to HO 4 quarterly reports of BFAR by end of the reference quarter	Ch	O1	ω	4.33	
	Liquidate/settle cash advances within the prescribed period for the following accounts. Accounts Advances to Officers & Employees (80% of prior & current year)	ances within the particles wit	orescribed perioc	cash advances within the prescribed period for the following 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)	O1	(J)	ω	4.33	
	Account Po	Account Petty Cash Fund (100% end of the year)	100% end of the	year)				ω	4.33	
Financial Reports	Prepare & submit 8 monthly Financial Reports to the COA	ոly Financial Rep	orts to the COA		Prepared & submited 8 monthly Financial Reports to the COA	Ch	Ch	ω	4.33	

					Regional Director		/ Chief, PSD		Accountant III / SAO Designate
					SERGIO B. BORGUETA, JR.		MA. EVANGELINA V. FILAMOR		ERIC R. GRANADA
1/29/21					P	1/29/11	I certify that I discussed my assessment of the performance five employee.	11/64/1	0 03
Date					Final Rating by:	Date	Assessed by:	Date	Discussed with:
(VS) Very Satisfactory	(VS) Very						velopment Purposes:	ations for Dev	Comments and Recommendations for Development Purposes:
	4.37								Final Average Rating
	1.3	(4.33*							
	4.33	ω	(J)	01	Monitor 1st Tranched DOLE-AKAP approved & released 5	Monitor 1st Tranc	Monitor 1st Tranched DOLE-AKAP approved & released	Monitor 1st T	
	4.33	ω	()	on	Process & Evaluate DOLE-AKAP application 5	Process & Evalua	Process & Evaluate DOLE-AKAP application	Process & E	Others
							SUPPORT TO OPERATIONS SERVICES	SUPPORT TO	NON-CORE FUNCTIONS
		.7)							
	3.07	(4.39*							
	4.33	ω	5i	OI .	Upadated 9 leave cards every months	Upadated 9 leave	Upadate 9 leave cards every months	Upadate 9 le	
	4.33	ω	(J)	01	Prepared & submited 12 monthly Monitoring Reports 5	Prepared & subm	Prepare & submit 12 monthly Monitoring Reports	Prepare & su	
	4.33	ω	(J)	51	Prepared & submited 12 monthly Attendance Reports 5	Prepared & subm	Prepare & submit 12 monthly Attendance Reports	Prepare & su	Personnel Report
	5.00	O1	(J)	Gi	Prepared and verified 12 monthly remittances to BIR on the 10th day of 5 the following month	Prepared and verifice the following month	Prepare and verify 12 monthly remittances to BIR on the 10th day of the following month	Prepare and month	
					Check Disbursement Journal Cash Receipts Journal General Journal Journal Entry Voucher	Check Disburser Cash Receipts Jo General Journal Journal Entry Vo	Check Disbursement Journal Cash Receipts Journal General Journal Journal Entry Voucher		
					Statement of Income & Expenses (qtr) Statement of Cash Flow (qtr)	Stateme Stateme	Statement of Income & Expenses (qtr) Statement of Cash Flow (qtr)		
					Trial Balances Balance Sheet (qtr)	Trial Balances Balance Sheet	Trial Balances Balance Sheet (qtr)		
	4.55	((on the 10th day (on the 10th day (20th day for quarterly) of the following month	on the 10th	
	A 22	ω	27		Prepared & submitted 4 quarterly Financial Reports to the COA 5	Drangrad & clihm	ihmit 1 minitarly Einancial Danarte to the COD	IDronaro & ci	