

MUNICIPALITY OF PALOMPON

INDIVIDUAL SCORECARD

for the Rating Period: January 2023 -March 2023

TARGET


EMPLOYEE: **DYAN M. MARQUEZ**
 POSITION: **OFFICE STAFF(BOOKKEEPER)**
 OFFICE/ SECTION: **ACCOUNTING OFFICE**

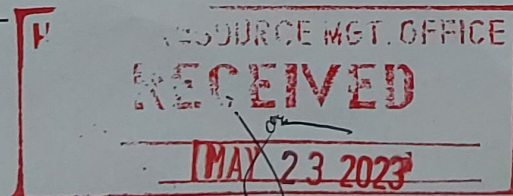
WEIGHT(%)	OBJECTIVE / WORK	MEASURE	BASELINE	TARGET	ACCOMPLISHMENT	ACTIVITY	RATING
30	<p>OBJECTIVE: To ensure an effective & efficient administrative support to the office of the Municipal Accountant & to the Barangays</p> <p>1.1 Entry of Journals (Cash Receipts, PNB and LBP Check Disbursement, Cash Disbursement and Adjustments) for the General and SEF accounts 2022</p>	No. of months of complete & accurate entry of Journals to the worksheet (Cash Receipts, PNB and LBP Check Disbursement, Cash Disbursement and Adjustments) for General and SEF accounts based on the submitted transactions	14 Months	12 Months	Completed and accurised entry of Journals to the worksheet (Cash Receipts, PNB and LBP Check Disbursement, Cash Disbursement and Adjustments) for the General and SEF accounts based on the submitted	Review to make sure that data provided by colleagues are accurate according to usage and entries are correct. Put the data entries to correct folder to easily find the data.	29%
30	1.2 Assisted OIC Municipal Accountant in the preparation of Municipal Financial Statements for the General and SEF accounts(Financial Position, Financial Performance, Changes in Net/Equity, Cash Flows 2022.	No. of Days to prepare Municipal Financial Statement depends on the transactions and computations.	3 days	2 days	Completed and accurised preparation of. Municipal General and SEF Year End Dec. 2022 thus involve reviewing per quarter	Backtrack data per month and then another round of review per quarter to get the accuracy of data Computations are reviewed and put into the appropriate field for the input of entries.	29%

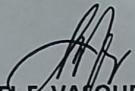
20	1.3 Making of Ledger to General Fund & SEF accounts	No. of days posting of Journals to General Ledger & SEF Ledger	2.5 hours	2 hours	Journal entry posted to General and SEF Ledger	Make Ledger for the General and Special Education Funds from monthly inputs based from Account Code and Account Name	101%
20	1.4 Entry of Journals (Cash Receipts, PNB and LBP Check Disbursement, Cash Disbursement and Adjustments) for the General, Special Education and Trust Fund for the 1st quarter of 2023	No. of days posting of Journals to General Ledger & SEF Ledger	3 days	2 days	Completed and accurised entry of Journals (Cash Receipts, PNB and LBP Check Disbursement, Cash Disbursement, and Adjustments) for the General, Special Education, and Trust Fund accounts based on the submitted transactions	Review to make sure that data provided by colleagues are accurate according to usage and entries are correct. Put the data entries to correct folder to easily find the data.	101%
100%							

Individual Performance 70%				Comments and Recommendations
Contribution to Office Performance 30%				
Additional Points:				
Punctuality				
Approved Additional Points				
FINAL RATING	96% / 4.8			
ADJECTIVAL RATING	OUTSTANDING			

WE DISCUSS AND AGREE ON THE ABOVE TARGETS:


DYAN M. MARQUEZ
 Name and Signature of the Employee




HAZEL F. VASQUEZ
 Department/Section Head

May 23, 2023
 DATE