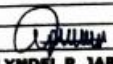


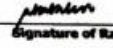
INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IP/

RM

DPWH SPMS Form No. 1

I, **MERZETH BLAIRE B. OLLERAS**, Accountant II, of 5th DEO, 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 June, 2025**.

Approved by:		Position:	OIC-District Engineer
Signature:		Office:	Leyte 5th DEO, Baybay City
Name:	LYNDEL P. JABINES		


Signature of Rater
Amended as of: May 15, 2025

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remark
			Q	E	T		
TO BE FILLED OF THE SEMESTRAL RATING PERIOD		TO BE FILLED DURING EVALUATION					
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)							
Financial Management							
Special Budget	100% Data determined were reviewed and approved for the special budget in 20 minutes upon receipt	100% (2 of 2)Data determined were reviewed and approved for the special budget in 12 minutes upon receipt	N/A	5	5	5.00	
Obligation Request and Status (ORS)	100% ORS obligated in eBudget system reviewed, approved and printed in two (2) copies in 10 minutes upon approval.	100% (5 of 5)ORS obligated in eBudget system reviewed, approved and printed in two (2) copies in 4 minutes upon approval.	N/A	5	5	5.00	
	100% Box B (Allotment available and obligate for the purpose/ adjustment necessary as indicated above) of the harcopy of ORS signed in 10 minutes upon receipt	100% Box B (Allotment available and obligate for the purpose adjustment necessary as indicated above) of the harcopy of ORS signed in 3 minutes upon receipt	N/A	5	5	5.00	
Monthly SAOB	100% Reviewed Statement of Allotment Obligation and Balances (SAOB) and affixed with signature forwarded for approval to the Head of Agency and returned to the Budget Officer in 10 minutes upon receipt	100% (1 of 1)Reviewed Statement of Allotment Obligation and Balances (SAOB) and affixed with signature forwarded for approval to the Head of Agency and returned to the Budget Officer in 7 minutes upon receipt	N/A	5	4	4.50	
Quarterly Budget and Financial Accountability Reports	100% BFARs reviewed & affixed with signature in 10 minutes upon receipt.	100% (8 of 8)BFARs reviewed & affixed with signature in 4 minutes upon receipt.	N/A	5	5	5.00	
EAO Utilization	100% Statement of EAO Utilization reviewed and affixed signature for approval in 30 minutes upon receipt.	100% (1 of 1)Statement of EAO Utilization reviewed and affixed signature for approval in 26 minutes upon receipt.	N/A	5	4	4.50	
Budget Execution Document (BEDs)	100% Checked data are reviewed and approved in 30 minutes upon receipt	100% Checked data are reviewed and approved in 22 minutes upon receipt	N/A	5	5	5.00	
Certificate of Availability of Funds (CAF)	100% Contract documents is reviewed with the contract attesting to its completeness in funding requirements, if found proper, signed the CAF. If found incomplete or contracts lacks funding, set of documents returned to originating office in 10 minutes upon receipt	100% (13 of 13) documents is reviewed with the contract attesting to its completeness in funding requirements, if found proper, signed the CAF. If found incomplete or contracts lacks funding, set of documents returned to originating office in 5 minutes upon receipt	N/A	5	4	4.50	
	100% Validity of claims, completeness of supporting documents, & correctness of mathematical computations reflected in the DV reviewed and affixed with Initial with 3-4 minor error in 40 minutes upon receipt	100% (478 of 478)Validity of claims, completeness of supporting documents, & correctness of mathematical computations reflected in the DV reviewed and affixed with Initial with no error in 18 minutes upon receipt	5	5	5	5.00	

	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED OF THE SEMESTRAL RATING PERIOD		TO BE FILLED DURING EVALUATION					
Disbursement Voucher	100% Received DVs reviewed and certified as to the authenticity, validity and completeness of required supporting documents in accordance with the existing budgeting, accounting and auditing rules and regulations for various claims (civil works, goods, consultancy, salaries and wages, personnel benefits and others) with 3-4 minor error in 40 minutes upon receipt	100% (105 of 105) Received DVs reviewed and certified as to the authenticity, validity and completeness of required supporting documents in accordance with the existing budgeting, accounting and auditing rules and regulations for various claims (civil works, goods, consultancy, salaries and wages, personnel benefits and others) with no error in 21 minutes upon receipt	5	5	4	4.67	
List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA)	100% Approved Disbursement Vouchers (DVs) checked with NCA availability and assigned with NCA Number with 3-4 minor error in 10 minutes upon receipt	100% (509 of 509) Approved Disbursement Vouchers (DVs) checked with NCA availability and assigned with NCA Number with no error in 5 minutes upon receipt	5	5	4	4.67	
	100% Entries made in the LDDAP-ADA and SLIIE reviewed and affixed with initial under the name of the Chief Finance Section as proof of review in 30 minutes upon receipt	100% (399 of 399) Entries made in the LDDAP-ADA and SLIIE reviewed and affixed with initial under the name of the Chief Finance Section as proof of review in 27 minutes upon receipt	N/A	5	4	4.50	
	100% LDDAP-ADA and SLIIE reviewed and signed then certifies that the LDDAP was prepared in accordance with existing budgeting, accounting and auditing rules and regulations with 3-4 minor error in 30 minutes upon receipt	100% (4 of 4) LDDAP-ADA and SLIIE reviewed and signed then certifies that the LDDAP was prepared in accordance with existing budgeting, accounting and auditing rules and regulations with no error in 24 minutes upon receipt	5	5	5	5.00	
Order of Payment	100% Information in the accomplished Order of Payment reviewed against the documents presented by the payor and approved by signing the accomplished form in 10 minutes upon receipt.	100% Information in the accomplished Order of Payment reviewed against the documents presented by the payor and approved by signing the accomplished form in 4 minutes upon receipt.	N/A	5	5	5.00	
Journal Entry Voucher (JEV) for Check Disbursements	100% JEV in eNGAS indicating the following: DV reference number, ORS number, Check number, NCA/NTA number were prepared, then the system automatically assigned JEV Number when saved with 3-4 minor error in 20 minutes upon receipt	100% (146 of 146) JEV in eNGAS indicating the following: DV reference number, ORS number, Check number, NCA/NTA number were prepared, then the system automatically assigned JEV Number when saved with no error in 12 minutes upon receipt	5	5	5	5.00	
Journal Entry Voucher (JEV) for LDDAP Disbursements	100% JEV in eNGAS were Prepared, then the system automatically assigned JEV Number when saved with 3-4 minor error in eNGAS in 20 minutes upon receipt	100% (13 of 13) JEV in eNGAS were Prepared, then the system automatically assigned JEV Number when saved with no error in eNGAS in 12 minutes upon receipt	5	5	5	5.00	
Journal Entry Voucher (JEV) for Cash Disbursements	100% Cash disbursements recorded through disbursing officers in eNGAS through JEV preparation with 3-4 minor error in 20 minutes upon receipt	100% (2 of 2) Cash disbursements recorded through disbursing officers in eNGAS through JEV preparation with no error in 12 minutes upon receipt	5	5	5	5.00	
Notice of Cash Allocation	100% JEV in eNGAS prepared based on the ANCAI/NTA with 3-4 minor errors in 20 minutes upon receipt.	100% (22 of 22) JEV in eNGAS prepared based on the ANCAI/NTA with no errors in 12 minutes upon receipt.	5	5	5	5.00	
	100% Cash receipts and disbursement are recorded/accounted in Subsidiary Ledger and compared that with the Bank Statement, RCI, LDDAP-ADA and NCA/NTA in 3 hours upon receipt	100% Cash receipts and disbursement are recorded/accounted in Subsidiary Ledger and compared that with the Bank Statement, RCI, LDDAP-ADA and NCA/NTA in 55 minutes upon receipt	N/A	5	5	5.00	

	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
			TO BE FILLED DURING EVALUATION				
TO BE FILLED OF THE SEMESTRAL RATING PERIOD							
Bank Reconciliation Statement	100% JEV in e-NGAS are prepared for any reconciling item to reflect the correct cash balance in the Books with 3-4 minor error in 20 minutes upon receipt of instruction	100% (1 of 1) JEV in e-NGAS are prepared for any reconciling item to reflect the correct cash balance in the Books with no error in 17 minutes upon receipt of instruction	S	5	4	4.67	
	100% Bank Reconciliation Statements prepared in 2 copies with 3-4 minor error in 3 hours upon receipt of instruction	100% (24 of 24) Bank Reconciliation Statements prepared in 2 copies with no error in 50 minutes upon receipt of instruction	5	5	5	5.00	
Tax Remittance Advice	100% Entries made to the BIR forms reviewed in 10 minutes upon receipt	100% Entries made to the BIR forms reviewed in 6 minutes upon receipt	N/A	5	4	4.50	
	100% Tax Certificates approved and signed in 10 minutes upon receipt	100% Tax Certificates approved and signed in 4 minutes upon receipt	N/A	5	5	5.00	
	100% eTRA through eFPS by e-filing BIR Forms 1600, 1600PT, 1600VT, 0619E / 1601EQ, 1601-C remitted according to the Alpha-Numeric Tax Code (ATC) as reflected in the said forms with 3-4 minor error in 1 hour upon receipt	100% eTRA through eFPS by e-filing BIR Forms 1600, 1600PT, 1600VT, 0619E / 1601EQ, 1601-C remitted according to the Alpha-Numeric Tax Code (ATC) as reflected in the said forms with no error in 35 minutes upon receipt	5	5	4	4.67	
	100% MAP electronically through electronic Filing Payment System (eFPS) submitted in 30 minutes upon receipt	100% MAP electronically through electronic Filing Payment System (eFPS) submitted in 24 minutes upon receipt	N/A	5	5	5.00	
	100% JEVs in eNGAS prepared to record remittance of taxes to BIR with 3-4 minor error in 15 minutes upon receipt	100% (65 of 65) JEVs in eNGAS prepared to record remittance of taxes to BIR with no error in 11 minutes upon receipt	5	5	4	4.67	
	100% Receipt and deposit recorded of funding check from source agency with 3-4 minor error in 20 minutes upon receipt of instruction	100% Receipt and deposit recorded of funding check from source agency with no error in 16 minutes upon receipt of instruction	5	5	4	4.67	
Journal Entry Voucher (JEV) for Receipt, Disbursement and Liquidation of Fund Transfer from Other Agencies	100% JEV in eNGAS prepared for the payment/liquidation of the recorded fund with 3-4 minor error in 20 minutes upon receipt	100% JEV in eNGAS prepared for the payment/liquidation of the recorded fund with no error in 12 minutes upon receipt	5	5	5	5.00	
	100% Liquidation report prepared and submit to COA Auditor. Submission of liquidation report with credit notice to source agency with 3-4 minor error in 30 minutes upon receipt of instruction	100% Liquidation report prepared and submit to COA Auditor. Submission of liquidation report with credit notice to source agency with no error in 23 minutes upon receipt of instruction	5	5	5	5.00	
	100% Supporting documents in PO/APR reviewed and signed in 10 minutes upon receipt.	100% Supporting documents in PO/APR reviewed and signed in 4 minutes upon receipt.	N/A	5	5	5.00	
Journal Entry Voucher (JEV) for Disposition of Property	100% Documents from the originating office received in 10 minutes then gave instruction to the Accounting Staff.	100% Documents from the originating office received in 6 minutes then gave instruction to the Accounting Staff.	N/A	5	4	4.50	
	100% List of properties prepared by the originating office tallied against the documents submitted and coordinated with the originating office for any deficiencies from the submitted documents then checked in eNGAS if any previous record has been done for these properties in 1 hour upon receipt.	100% List of properties prepared by the originating office tallied against the documents submitted and coordinated with the originating office for any deficiencies from the submitted documents then checked in eNGAS if any previous record has been done for these properties in 31 minutes upon receipt.	N/A	5	4	4.50	

	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED OF THE SEMESTRAL RATING PERIOD		TO BE FILLED DURING EVALUATION					
	100% JEV in eNGAS prepared with 3-4 minor errors in 30 minutes upon receipt indicating the transfer/donation of properties. The system automatically assigns JEV number when saved.	100% JEV in eNGAS prepared with no errors in 23 minutes upon receipt indicating the transfer/donation of properties. The system automatically assigns JEV number when saved.	5	5	5	5.00	
Financial Statements	100% e-NGAS transactions ensured that all were reviewed and approved with 3-4 minor errors in 30 minutes upon receipt	100% e-NGAS transactions ensured that all were reviewed and approved with no errors in 21 minutes upon receipt	5	5	5	5.00	
	100% Preliminary Financial Statements (FS) in eNGAS generated in 5 minutes upon receipt	100% (36 of 36) Preliminary Financial Statements (FS) in eNGAS generated in 2 minutes upon receipt	N/A	5	5	5.00	
	100% Generated Financial Statements reviewed/analyzed in 3 days upon receipt	100% (36 of 36) Generated Financial Statements reviewed/analyzed in 2 days upon receipt	N/A	5	4	4.50	
	100% Adjusting entry prepared for any discrepancies noted during analysis with 3-4 minor error in 1 day upon receipt	100% Adjusting entry prepared for any discrepancies noted during analysis with no error in 8 hours upon receipt	5	5	5	5.00	
Note: Use Additional sheet/s if necessary:							
			Total Rating			179	
			Final Average Rating			4.84	
Rater comments and recommendation for development purposes or rewards/promotion. (Note: Use additional sheet/s if necessary)							
The above rating has been discussed with:							
Name and Signature of Ratee: MERZETH BLAIRE B. OLLERAS Position: Accountant II Date: 09/09/25		Name and Signature of Initial Rater: WENYLOU L. COSTILLAS Position: Accountant II Date: 09/09/25		Name and Signature of Final Rater: LYNDEL P. JABINES Position: PIC-District Engineer Date: 09/09/25			

DPWH 5TH DEO
BAYBAY CITY OFFICE
CERTIFIED TRUE COPY
NOT VALID IF THERE IS ANY ALTERATION OR ERASURE
OFFICE OF THE DISTRICT ENGINEER
HUMAN RESOURCE MANAGEMENT & DEVELOPMENT UNIT