

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, **ALESSANDRA D. BITUIN**, of the **LGU-HINDANG** commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **September 9 to December 15, 2022**

**ALESSANDRA D. BITUIN**  
 Ratee  
 Date **12.16.2022**

Reviewed by: **IMELDAX RENEGADO**  
 Immediate Supervisor

Approved by: **BETTY A. CABAL**  
 Head of Office

**RATING SCALE**  
 5 - Outstanding  
 4 - Very Satisfactory  
 3 - Satisfactory  
 2 - Unsatisfactory

Output	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q <sup>1</sup>	E <sup>1</sup>	T <sup>3</sup>	A <sup>1</sup>	
Purchase Requests	All Purchase Requests forwarded to the accounting office within 3 minutes after processing	All Purchase Requests forwarded to the accounting office within 2 minutes after processing	5	4	5	4.67	
Obligation Requests	All approved Obligation Requests with attached supporting documents for procurement transactions processed & forwarded to BAC and to the Accounting Office for all other transactions within 3 minutes upon approval	All approved Obligation Requests with attached supporting documents for procurement transactions processed & forwarded to BAC and to the Accounting Office for all other transactions within 2 minutes upon approval	5	4	5	4.67	
Unpaid Obligations	List of Unpaid Obligations prepared 15 working days after the end of the month	List of Unpaid Obligations prepared 15 working days after the end of the month	4	4	3	3.67	
Allotment Release Order	Copies of the Allotment Release Order distributed to various offices 5 working days before the start of the quarter	All Copies of the Allotment Release Order distributed to various offices 3 working days before the start of the quarter	5	4	5	4.67	
Submission of Daily Time Records (DTRs)	Duly accomplished DTRs submitted to HRMO after the 15th & last day of the month	Duly accomplished DTRs submitted to HRMO after the 15th & last day of the month	5	4	4	4.33	
Total Overall Rating:						22.01	
Final Average Rating:						4.40	
Adjectival Rating:						VS	
Discussed with:	Date	Assessed by: I hereby certify that I discussed my assessment of the performance with the employe	Date	Approved by:	Date		
<b>ALESSANDRA D. BITUIN</b> Employee		<b>IMELDAX RENEGADO</b> Supervisor		<b>BETTY A. CABAL</b> Head of Office			

Legend 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average