



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VALERIE C. VALENZONA, Administrative Aide IV** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **January 1 to June 30, 2021**.

Approval:


VALERIE D. CIRCULADO-VALENZONA
Ratee


QUEEN EVER Y. ATUPAN
Head of Unit

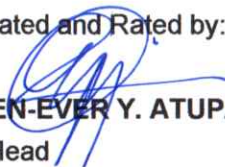


No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS/HRM STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	100%	5.00	5.00	5.00	5.00	
		PI.2 Number of quality procedures revised/updated and registered at QAC	Preparation, encoding and printing of cash office quality procedure	3 quality procedures revised and registered	3 quality procedures revised and registered	100%	5.00	5.00	5.00	5.00	
		PI. 3 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	3 processes implemented according to QP	3 processes implemented according to QP	100%	5.00	5.00	5.00	5.00	

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							Q1	E2	T3	A4	
		PI4. Number of Reports submitted to COA	Preparation and Submission of Report of Check Issued and Cancelled (RCIC) under Regular Agency Fund to COA.	23 RCIC reports	34 RCIC Reports	147%	5.00	5.00	5.00	5.00	
		PI.7 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filling of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5.00	5.00	5.00	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS											
ODAS/HRM STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	100%	5.00	5.00	5.00	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES											
ODAS/HRM STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Prepare Work Instruction in the preparation of checks payment for General Fund (Fund 101)	1 work instruction	1 innovation	100%	5.00	5.00	5.00	5.00	Implement the Expanded MDS Disbursement System
VPAF GASS 1: Administrative and Support Services Management											

[illegible]

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
CASH MFO1	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Preparation, encoding and printing of communications and documents requested by clients	6 requests/ (communications to LBP for the closed accounts, etc.)	10 requests/ (communications to LBP for the closed accounts, etc.)	166%	5.00	5.00	5.00	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Preparation, encoding, printing and monthly monitoring of NCA utilization	6 monitoring report	8 monitoring report	133%	4.00	5.00	5.00	4.67	
CASH MFO2	Disbursement /Processing	PI1. Number of approved vouchers and payrolls acted within prescribed period and error free	Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments	1,500 approved payrolls and vouchers	2,512 approved payrolls and vouchers	167%	5.00	5.00	5.00	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks, PACS, LDDAP and ACIC	600 checks; 150 entries of LDDAP-ADA; 3,000 entries of PACS	687 checks; 189 entries of LDDAP-ADA; 4,975 entries of PACS	164%	4.00	5.00	5.00	4.67	

No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
CASH MFO3	Financial reports preparation	PI1. Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free	Report preparation, encoding and printing of RCIC for Regular Agency Fund (General Fund 101)	25 daily/weekly reports; 6 monthly reports	34 daily/weekly reports; 6 monthly reports	129%	5.00	5.00	4.00	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection	Preparation, encoding and printing of Official Receipts	30 official receipts issued	31 official receipts issued	103%	5.00	5.00	5.00	5.00	
CASH MFO5	Student Services	PI1. Number of students records of accounts maintained, validated and updated for college and high school students	Posting of payments to each students ledger	30 students record	31 students record	103%	5.00	5.00	5.00	5.00	
Total Over-all Rating				88.67	Comments and Recommendations for Development Purpose:						
Average Rating				4.93	Recommended for promotion. Attend skills development and management training to further capability enhancements.						
Adjectival Rating				Outstanding							

Evaluated and Rated by:  QUEEN-VER Y. ATUPAN Unit Head Date : _____	Recommending Approval:  RYSAN C. GUINOCOR OIC, ODAS Date: <u>10 AUG 2021</u>	Approved:  REMBERTO A. PATINDOL VP for Admin. and Finance Date: _____
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1 - Quality	2 - Efficiency	3 - Timeliness	4 - Average
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