



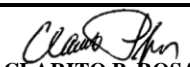
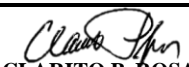
Republic of the Philippines
Province of Samar
Municipal Government of Hinabangan, Samar

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **REX DACANAY- Administrative Officer II (Human Resource Management Officer I)** of the **MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE of MUNICIPAL GOVERNMENT of HINABANGAN,** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY to OCTOBER 2024.**


REX DACANAY
Ratee




Date: 11/06/2024

Reviewed by	Date	Approved by:	Date
 HON. CLARITO P. ROSAL Municipal Mayor Immediate Supervisor	11/06/2024	 HON. CLARITO P. ROSAL Municipal Mayor Head of Office	

			Rating				Remarks
Output	Success Indicator (Target + Measure)	Actual Accomplishments	Q ¹	E ²	T ³	A ⁴	
Performance Area/ Core Function							
1. Lead person in processing appointments, transfer, resignations, retirements, separations, reinstatements, positions classifications and/or reclassification, performance ratings, fringe benefits and other personnel actions;	100% Processed appointments, transfer, resignations, retirements, separations, reinstatements, positions classifications and/or reclassification, performance ratings, fringe benefits and other personnel actions;	100% Processed appointments, transfer, resignations, retirements, separations, reinstatements, positions classifications and/or reclassification, performance ratings, fringe benefits and other personnel actions;	5	5	5	5	
2. Updates employees Leave Cards, Service Records together with application for leaves processed, and salary adjustments.	100% Updated employees Leave Cards, Service Records together with Application for Leaves processed, and salary adjustments.	90% Updated employees Leave Cards, Service Records together with Application for Leaves processed, and salary adjustments.	4.5	4.5	4.5	4.5	
3. Publish vacant positions in accordance with RA 7041, including the exemptions from publication as per instruction from the supervisor/ Head of Agency;	100% Published vacant positions in the CSC Bulliten of Vacant Positions in accordance with RA 7041, including the exemptions from publication as per instruction from the supervisor/ Head of Agency;	100% Published vacant positions in the CSC Bulliten of Vacant Positions in accordance with RA 7041, including the exemptions from publication as per instruction from the supervisor/ Head of Agency;	5	5	5	5	

<p>1. Designated as Persons with Disability Affairs Office (PDAO)- Head of this municipality who:</p> <p>1.a. <i>Manage and oversee the efficient operations of the Persons with Disability Affairs Office and general supervision of its personnel;</i></p> <p>1.b. <i>Develop, promote and monitor the implementation of policies, plans, programs and services for the development of persons with disabilities in coordination with national and local government agencies;</i></p> <p>1.c. <i>Ensure representation of persons with disabilities in the local development councils and other special bodies;</i></p> <p>1.d. <i>Build the capacity of non-government organizations and people's organizations to participate in the implementation of all disability related laws and policies;</i></p> <p>1.e. <i>Establish coordination with the province, city or municipality, as the case maybe and ensure the inclusion of disability concerns in all local government programs and services;</i></p> <p>1.f. <i>Network with local, national and international organizations and establish partnership on disability programs and resource mobilizations;</i></p> <p>1.g. <i>Develop and submit to the concerned Municipal Mayor an Annual Work and Financial Plan.</i></p>	<p>1. Designated as Persons with Disability Affairs Office (PDAO)- Head of this municipality who:</p> <p>1.a. 100% Managed and oversees the efficient operations of the Persons with Disability Affairs Office and general supervision of its personnel;</p> <p>1.b. 100% Developed, promoted and monitored the implementation of policies, plans, programs and services for the development of persons with disabilities in coordination with national and local government agencies;</p> <p>1.c. 100% Ensures representation of persons with disabilities in the local development councils and other special bodies;</p> <p>1.d. 100% Builds the capacity of non-government organizations and people's organizations to participate in the implementation of all disability related laws and policies;</p> <p>1.e. 100% Established coordination with the province, city or municipality, as the case maybe and ensures the inclusion of disability concerns in all local government programs and services;</p> <p>1.f. 100% Network with local, national and international organizations and establish partnership on disability programs and resource mobilizations;</p> <p>1.g. 100% Developed and submitted to the concerned Municipal Mayor an Annual Work and Financial Plan.</p>	<p>1. Designated as Persons with Disability Affairs Office (PDAO)- Head of this municipality who:</p> <p>1.a. 90% Managed and oversees the efficient operations of the Persons with Disability Affairs Office and general supervision of its personnel;</p> <p>1.b. 90% Developed, promoted and monitored the implementation of policies, plans, programs and services for the development of persons with disabilities in coordination with national and local government agencies;</p> <p>1.c. 90% Ensures representation of persons with disabilities in the local development councils and other special bodies;</p> <p>1.d. 90% Builds the capacity of non-government organizations and people's organizations to participate in the implementation of all disability related laws and policies;</p> <p>1.e. 90% Established coordination with the province, city or municipality, as the case maybe and ensures the inclusion of disability concerns in all local government programs and services;</p> <p>1.f. 90% Network with local, national and international organizations and establish partnership on disability programs and resource mobilizations;</p> <p>1.g. 90% Developed and submitted to the concerned Municipal Mayor an Annual Work and Financial Plan.</p>	4	4	4	4	
<p>2. Designated as Municipal Statistician in line with the implementation of the Community Based-Monitoring System (CBMS) who shall facilitate the data collection, data processing, mapping and geo-tagging, data management, which includes preservation and safekeeping of the data retained at the municipal level, and ensure the dissemination of the CBMS data to internal users.</p>	<p>2. Designated as Municipal Statistician in line with the implementation of the Community Based- Monitoring System (CBMS) who:</p> <p>2.a. 100% Facilitated the data collection, data processing, mapping and geo- tagging, data management, which includes preservation and safekeeping of the data retained at the municipal level, and ensure the dissemination of the CBMS data to internal users.</p>	<p>2. Designated as Municipal Statistician in line with the implementation of the Community Based- Monitoring System (CBMS) who:</p> <p>2.a. 90% Facilitated the data collection, data processing, mapping and geo- tagging, data management, which includes preservation and safekeeping of the data retained at the municipal level, and ensure the dissemination of the CBMS data to internal users.</p>	4	4	4	4	

<p>3. Serves as Electronic Remittance File (ERF) Handler of this municipality who;</p> <p>3.a. <i>Receives, in behalf of the agency; a.) The billing file for the due month; b.) The monthly RBI; and c.)The notices deficiency ;</i></p> <p>3.b. <i>Deduct from monthly salaries of our employees and premuims and loan repayments due GSIS;</i></p> <p>3.c. <i>Ensure that agency is enrolled in the Electronic Billing and Collection System (eBCS) of the GSIS;</i></p> <p>3.d. <i>Generate billing files and Summary of Totals (SOT) every 1st day of the month amd uploaded remittance files through eBCS;</i></p> <p>3.e. <i>Act upon accounts included in the eBCS exception reports and coordinate with the AAO concerned within two (2) days from receipt of the same;</i></p> <p>3.f. <i>Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid.</i></p> <p>3.g. <i>Ensure that the ERF complies with the format prescribed by GSIS and the indicated BP Numbers and other data of the employees arecorrect and complete.</i></p> <p>3.h. <i>Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month.</i></p> <p>3.i. <i>Attend trainings and re-trainings for ERF- Handlers.</i></p>	<p>3. Served as Electronic Remittance File (ERF) Handler of this municipality who;</p> <p>3.a. 100% Received, in behalf of the agency; a.) The billing file for the due month; b.) The monthly RBI; and c.)The notices deficiency;</p> <p>3.b. 100 % Deducted from monthly salaries of our employees and premuims and loan repayments due GSIS;</p> <p>3.c. 100% Ensures that agency is enrolled in the Electronic Billing and Collection System (eBCS) of the GSIS;</p> <p>3.d. 100% Generated billing files and Summary of Totals (SOT) every 1st day of the month amd uploaded remittance files through eBCS;</p> <p>3.e. 100% Acted upon accounts included in the eBCS exception reports and coordinate with the AAO concerned within two (2) days from receipt of the same;</p> <p>3.f. 100% Coordinated with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid.</p> <p>3.g. 100% Ensures that the ERF complies with the format prescribed by GSIS and the indicated BP Numbers and other data of the employees arecorrect and complete.</p> <p>3.h. 100% Ensures that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month.</p> <p>3.i. 100% Attended trainings and re-trainings for ERF- Handlers.</p>	<p>3. Served as Electronic Remittance File (ERF) Handler of this municipality who;</p> <p>3.a. 100% Received, in behalf of the agency; a.) The billing file for the due month; b.) The monthly RBI; and c.)The notices deficiency;</p> <p>3.b. 100 % Deducted from monthly salaries of our employees and premuims and loan repayments due GSIS;</p> <p>3.c. 100% Ensures that agency is enrolled in the Electronic Billing and Collection System (eBCS) of the GSIS;</p> <p>3.d. 100% Generated billing files and Summary of Totals (SOT) every 1st day of the month amd uploaded remittance files through eBCS;</p> <p>3.e. 100% Acted upon accounts included in the eBCS exception reports and coordinate with the AAO concerned within two (2) days from receipt of the same;</p> <p>3.f. 100% Coordinated with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid.</p> <p>3.g. 100% Ensures that the ERF complies with the format prescribed by GSIS and the indicated BP Numbers and other data of the employees arecorrect and complete.</p> <p>3.h. 100% Ensures that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month.</p> <p>3.i. 100% Attended trainings and re-trainings for ERF- Handlers.</p>	5	5	5	5	
<p>4. Serves as PhilHealth Employer Engagement Representative (PEER) of this municipality that helps employers to ensure that the membership and contribution records of the agency, among others are updated with PhilHealth.</p> <p>4.a. <i>The PEER serves as the link between the employer and PhilHealth in the effective dissemination of pertinent information regarding the latest PhilHealth issuances concerning the Formal Sector;</i></p> <p>4.b. <i>Manage the registration and updating of membership records of employees, and premium remittance and reporting using the Electronic Premium Reporting System (EPRS);</i></p> <p>4.c. <i>Facilitate the empowerment of the employee- members on their rights and benefits as PhilHealth members by organizing orientation, seminar, information, education and communication activities in coordination with their respective PhilHealth Accounts Informations Management Specialist (PAIMS).</i></p>	<p>4. Serves as PhilHealth Employer Engagement Representative (PEER) of this municipality that helps employers to ensure that the membership and contribution records of the agency, among others are updated with PhilHealth.</p> <p>4.a. 100% served as the link between the employer and PhilHealth in the effective dissemination of pertinent information regarding the latest PhilHealth issuances concerning the Formal Sector;</p> <p>4.b. 100% Managed the registration and updating of membership records of employees, and premium remittance and reporting using the Electronic Premium Reporting System (EPRS);</p> <p>4.c. 100% Facilitated the empowerment of the employee- members on their rights and benefits as PhilHealth members by organizing orientation, seminar, information, education and communication activities in coordination with their respective PhilHealth Accounts Informations Management Specialist (PAIMS).</p>	<p>4. Serves as PhilHealth Employer Engagement Representative (PEER) of this municipality that helps employers to ensure that the membership and contribution records of the agency, among others are updated with PhilHealth.</p> <p>4.a. 100% served as the link between the employer and PhilHealth in the effective dissemination of pertinent information regarding the latest PhilHealth issuances concerning the Formal Sector;</p> <p>4.b. 100% Managed the registration and updating of membership records of employees, and premium remittance and reporting using the Electronic Premium Reporting System (EPRS);</p> <p>4.c. 100% Facilitated the empowerment of the employee- members on their rights and benefits as PhilHealth members by organizing orientation, seminar, information, education and communication activities in coordination with their respective PhilHealth Accounts Informations Management Specialist (PAIMS).</p>	5	5	5	5	
<p>5. Serves as Head of Technical Working Group of the Bids and Awards Committee (BAC) who assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post qualification.</p>	<p>5. 100% Served as Head of Technical Working Group of the Bids and Awards Committee (BAC) who assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post qualification.</p>	<p>5. 95% Served as Head of Technical Working Group of the Bids and Awards Committee (BAC) who assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post qualification.</p>	4.5	4.5	4.5	4.5	
<p>6. Serves as Treasurer of the Agency's Union- Hinabangan Municipal Government Employees Association by managing financial affairs of the organization, which includes:</p> <p>a.) Financial Management; b.) Collection of Fees and Dues; c.)Disbursemenr of Funds; d.)Record- Keeping; e.) Financial Reporting; f.) Compliance and g.) Coordination with the Auditor</p>	<p>6. 100% Served as Treasurer of the Agency's Union- Hinabangan Municipal Government Employees Association by managing financial affairs of the organization, which includes:</p> <p>a.) Financial Management; b.) Collection of Fees and Dues; c.)Disbursemenr of Funds; d.)Record- Keeping; e.) Financial Reporting; f.) Compliance and g.) Coordination with the Auditor</p>	<p>6. 90% Served as Treasurer of the Agency's Union- Hinabangan Municipal Government Employees Association by managing financial affairs of the organization, which includes:</p> <p>a.) Financial Management; b.) Collection of Fees and Dues; c.)Disbursemenr of Funds; d.)Record- Keeping; e.) Financial Reporting; f.) Compliance and g.) Coordination with the Auditor</p>	4	4	4	4	

7. Prepares and issues pertinent documents of the requested party such as Certificate of Employment, Service Records, Pay Slip, Certificate of Net Take Home Pay, as well as Loan Applications of the employees.	100% Prepared and issued pertinent documents of the requested party such as Certificate of Employment, Service Records, Pay Slip, Certificate of Net Take Home Pay, as well as Loan Applications of the employees.	100% Prepared and issued pertinent documents of the requested party such as Certificate of Employment, Service Records, Pay Slip, Certificate of Net Take Home Pay, as well as Loan Applications of the employees.	4.5	4.5	4.5	4.5	
8. Prepares monthly payrolls of Salaries and Allowances of employees together with it's corresponding monthly remittances of premiums and loan repaymanents/ amortazations.	100% Prepared monthly payrolls of Salaries and Allowances of employees together with it's corresponding monthly remittances of premiums and loan repaymanents/ amortazations.	100% Prepared monthly payrolls of Salaries and Allowances of employees together with it's corresponding monthly remittances of premiums and loan repaymanents/ amortazations.	5	5	5	5	
9. Process LBP/DBP/Pag-Ibig Loans and approves GSIS Loans of the employees and officials.	100% Processed LBP/DBP/Pag-Ibig Loans and approves GSIS Loans of the employees and officials.	95% Process LBP/DBP/Pag-Ibig Loans and approves GSIS Loans of the employees and officials.	4.5	4.5	4.5	4.5	
10. Creation and formulation of the Agency's Customized Program on Awards and Incentives for Service Excellence (PRAISE)	100% Ceated and formulated the Agency's Customized Program on Awards and Incentives for Service Excellence (PRAISE)	90% Ceated and formulated the Agency's Customized Program on Awards and Incentives for Service Excellence (PRAISE)	4.5	4.5	4.5	4.5	
11. Serves as Remitting Officer of this municipality and ensures that the monthly remittances is remitted and paid on time.	100% Served as Remitting Officer of this municipality and ensures that the monthly remittances is remitted and paid on time.	90% Served as Remitting Officer of this municipality and ensures that the monthly remittances is remitted and paid on time.	4	4	4	4	
TOTAL			81.5	81.5	81.5	81.5	
Final Average Rating			4.29	4.29	4.29	4.29	
Adjectival Rating			VS				
Comments and Recommendation for Development Purposes							
Discussed with	Date	Assessed by:		Date			Date
 REX DA CANAY	11/06/2024	<i>I hereby certify that I discussed my assessment of the performance with the employee</i>  HON. CLARITO P. ROSAL		11/06/2024	 HON. CLARITO P. ROSAL		
Employee		Supervisor			Head of Office		

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