

INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM

DPWH SPMS Form N

I, **MERZETH BLAIRE B. OLLERAS, Accountant II, of Leyte 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 **JULY to DECEMBER 2023**.

| | | | |
|-------------------------------|--|---|--|
| Approved by: | | Position: District Engineer | Signature of Ratee <i>abalalan</i> Date Prepared: 6-26-23 |
| Signature: | | Office: Leyte 5th DEO, Baybay City | |
| Name: EUSEBIO T. CULAS | | | |

| Output | 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 | | | | | |
| GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) | | | | | | | |
| Financial Management | | | | | | | |
| Disbursement Voucher | The validity of claims, completeness of supporting documents, & correctness of mathematical computations reflected in the DV reviewed with minor error within 40 minutes on 100% of DVs received. | The validity of claims, completeness of supporting documents, & correctness of mathematical computations reflected in the DV reviewed with no error within 15 minutes on 100% of DVs received. | 5 | 5 | 5 | 5.00 | |
| | 100% of the received DVs reviewed and certified as to completeness & propriety of supporting documents with minor error within 40 minutes | 100% of the received DVs reviewed and certified as to completeness & propriety of supporting documents with no error within 23 minutes | 5 | 5 | 4 | 4.67 | |
| | Balance of Notice of Cash Allocation (NCA) posted and updated and NCA Number assigned on the face of 100% of the received DVs with minor error in 10 minutes | Balance of Notice of Cash Allocation (NCA) posted and updated and NCA Number assigned on the face of 100% of the received DVs with no error in 3 minutes | 5 | 5 | 5 | 5.00 | |
| List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) | 100% of Disbursement Vouchers (DV) checked with NCA availability within 10 minutes | 100% of Disbursement Vouchers (DV) checked with NCA availability within 4 minutes | N/A | 5 | 5 | 5.00 | |
| | LDDAP prepared based on 100% of approved DVs and its Supporting Document with minor error in 30 minutes. | LDDAP prepared based on 100% of approved DVs and its Supporting Document with no error in 25 minutes. | 5 | 5 | 4 | 4.67 | |
| | 100% of SLIIE is Prepared with one series per year per Funding Source and affix with initial with minor error in 30 minutes. | 100% of SLIIE is Prepared with one series per year per Funding Source and affix with initial with no error in 28 minutes. | 5 | 5 | 4 | 4.67 | |
| | 100% of Entries made in the LDDAP-ADA and SLIIE Reviewed and affixed initial under the name of the Chief Finance Section as proof of review with minor error in 30 minutes. | 100% of Entries made in the LDDAP-ADA and SLIIE Reviewed and affixed initial under the name of the Chief Finance Section as proof of review with no error in 27 minutes. | 5 | 5 | 4 | 4.67 | |
| | 100% of 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 minor error in 30 minutes. | 100% of 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 21 minutes. | 5 | 5 | 5 | 5.00 | |
| Order of Payment | Information in 100% of the accomplished Order of payment reviewed against the documents presented by the payor then the Order of Payment is approved with minor error in 10 minutes | Information in 100% of the accomplished Order of payment reviewed against the documents presented by the payor then the Order of Payment is approved with no error in 4 minutes | 5 | 5 | 5 | 5.00 | |
| Journal Entry Voucher (JEV)for Check Disbursements | 100% of prepared JEV in eNGAS indicating the following: DV reference number,ORS number, Check number, NCA/NTA number were prepared, then system automatically assigned JEV Number when saved with minor error in 20 minutes | 100% of prepared JEV in eNGAS indicating the following: DV reference number,ORS number, Check number, NCA/NTA number were prepared, then system automatically assigned JEV Number when saved with no error in 10 minutes | 5 | 5 | 5 | 5.00 | |
| Journal Entry Voucher (JEV)for LDDAP Disbursements | 100% of JEV in eNGAS were Prepared, then system automatically assigned JEV Number when saved with minor error in eNGAS in 20 minutes. | 100% of JEV in eNGAS were Prepared, then system automatically assigned JEV Number when saved with no error in eNGAS in 18 minutes. | 5 | 5 | 4 | 4.67 | |

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|---|---|--|--------|---|---|---------|---------|
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| TO BE FILLED OF THE SEMESTRAL RATING PERIOD | | TO BE FILLED DURING EVALUATION | | | | | |
| Journal Entry Voucher (JEV)for Cash Disbursements | 100% of cash disbursements recorded through disbursing officers in eNGAS through JEV preparation with minor error in 20 minutes. | 100% of cash disbursements recorded through disbursing officers in eNGAS through JEV preparation with no error in 11 minutes. | 5 | 5 | 5 | 5.00 | |
| Journal Entry Voucher (JEV)for Inventory Items Issued | 100% of the Corresponding SLC and PPELC is checked for discrepancies or variances on the RIS and RSMI within 20 minutes. | 100% of the Corresponding SLC and PPELC is checked for discrepancies or variances on the RIS and RSMI within 14 minutes. | N/A | 5 | 5 | 5.00 | |
| | 100% of JEV in eNGAS were Prepared, then system automatically assigned JEV Number when saved with minor error in eNGAS in 20 minutes. | 100% of JEV in eNGAS were Prepared, then system automatically assigned JEV Number when saved with no error in eNGAS in 16 minutes. | 5 | 5 | 4 | 4.67 | |
| Notice of Cash Allocation | 100% of the receipt of fund in eNGAS recorded with minor error through JEV preparation based on the ANCAI/NTAr in 20 minutes. | 100% of the receipt of fund in eNGAS recorded with no error through JEV preparation based on the ANCAI/NTAr in 16 minutes. | 5 | 5 | 4 | 4.67 | |
| Bank Reconciliation Statement | 100% of all cash receipts and disbursement are recorded/accounted in Subsidiary Ledger compared with that of the Bank Statement, RCI, LDDAP-ADA and NCA/NTA within 1 day. | 100% of all cash receipts and disbursement are recorded/accounted in Subsidiary Ledger compared with that of the Bank Statement, RCI, LDDAP-ADA and NCA/NTA within 17 hours | N/A | 5 | 4 | 4.50 | |
| | 100% of JEV in e-NGAS are prepared for any reconciling item to reflect the correct cash balance in the Books with minor error in 20 minutes. | 100% of JEV in e-NGAS are prepared for any reconciling item to reflect the correct cash balance in the Books with no error in 10 minutes. | 5 | 5 | 5 | 5.00 | |
| | 100% of Bank Reconciliation Statements prepared in 2 copies with minor error in 1 days | 100% of Bank Reconciliation Statements prepared in 2 copies with no error in 10 hours | 5 | 5 | 5 | 5.00 | |
| Documents for Property Acquired Thru Donation/Turn-Over | 100% documents received are checked in eNGAS to avoid double recording of asset and letter request is prepared and forwarded to the Supply Officer for the corresponding Acknowledgment Receipt of Equipment (ARE) with minor error within 30 minutes | 100% documents received are checked in eNGAS to avoid double recording of asset and letter request is prepared and forwarded to the Supply Officer for the corresponding Acknowledgment Receipt of Equipment (ARE) with no error within 26 minutes | 5 | 5 | 4 | 4.67 | |
| | 100% of received property are recorded in e-NGAS thru JEV preparation with minor error in 20 minutes. | 100% of received property are recorded in e-NGAS thru JEV preparation with no error in 6 minutes. | 5 | 5 | 4 | 4.67 | |
| Tax Remittance Advice | 100% received DVs are compiled and excel file format listing of taxes to be remitted is reviewed with minor error in 5 hours. | 100% received DVs are compiled and excel file format listing of taxes to be remitted is reviewed with no error in 2 hours. | 5 | 5 | 5 | 5.00 | |
| | 100% of the listing is double checked with minor error in 1 hour. | 100% of the listing is double checked with no error in 32 minutes | 5 | 5 | 4 | 4.67 | |
| | 100% of entries made to the BIR forms Reviewed with minor error in 10 minutes. | 100% of entries made to the BIR forms Reviewed with no error in 8 minutes. | 5 | 5 | 4 | 4.67 | |
| | 100% of Tax Certificates approved and signed within 10 minutes. | 100% of Tax Certificates approved and signed within 3 minutes. | N/A | 5 | 5 | 5.00 | |
| | 100% of eTRA through eFPS by e-filing BIR Forms 1600, 1601-E, 1601-C remitted according to the Apha-Numeric Tax Code (ATC) as reflected in the said forms with minor error in 1 hour. | 100% of eTRA through eFPS by e-filing BIR Forms 1600, 1601-E, 1601-C remitted according to the Apha-Numeric Tax Code (ATC) as reflected in the said forms with no error in 35 minutes | 5 | 5 | 4 | 4.67 | |
| | 100% of MAP electronically through electronic Filing Payment System (eFPS) submitted with minor error in 4 hour. | 100% of MAP electronically through electronic Filing Payment System (eFPS) submitted with no error in 3 hour. | 5 | 5 | 4 | 4.67 | |
| | 100% of JEV in eNGAS prepared to record remittance of taxes to BIR with minor error in 15 minutes. | 100% of JEV in eNGAS prepared to record remittance of taxes to BIR with no error in 8 minutes. | 5 | 5 | 5 | 5.00 | |

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|--|--|---|--------|---|---|---------|---------|
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| TO BE FILLED OF THE SEMESTRAL RATING PERIOD | | TO BE FILLED DURING EVALUATION | | | | | |
| Journal Entry Voucher (JEV) for Receipt, Disbursement and Liquidation of Fund Transfer from Other Agencies | 100% of receipt and deposit recorded of funding check from source agency with minor error in 20 minutes. | 100% of receipt and deposit recorded of funding check from source agency with no error in 16 minutes. | 5 | 5 | 4 | 4.67 | |
| | 100% of disbursements of Recorded from the fund through JEV preparation in eNGAS with minor error in 20 minutes. | 100% of disbursements of Recorded from the fund through JEV preparation in eNGAS with no error in 17 minutes. | 5 | 5 | 4 | 4.67 | |
| | 100% of quarterly liquidation report prepared and submitted to COA auditor. Submission of liquidation report with credit notice to source agency with minor error in 30 minutes. | 100% of quarterly liquidation report prepared and submitted to COA auditor. Submission of liquidation report with credit notice to source agency with no error in 20 minutes. | 5 | 5 | 5 | 5.00 | |
| Financial Statements | Ensured that all transactions were recorded in eNGAS and all JEVs were approved within 30 minutes. | Ensured that all transactions were recorded in eNGAS and all JEVs were approved within 24 minutes. | N/A | 5 | 5 | 5.00 | |
| | 100% of the Financial Statements (FS) in eNGAS generated within 5 minutes. | 100% of the Financial Statements (FS) in eNGAS generated within 3 minutes. | N/A | 5 | 4 | 4.50 | |
| | 100% of the system generated Financial Statements reviewed/analyzed within 20 minutes. | 100% of the system generated Financial Statements reviewed/analyzed within 14 minutes. | N/A | 5 | 5 | 5.00 | |
| | 100% of Adjustment prepared for any discrepancies noted during analysis with minor error in 20 minutes. | 100% of Adjustment prepared for any discrepancies noted during analysis with no error in 11 minutes. | 5 | 5 | 5 | 5.00 | |
| | 100% of the accompanying Notes to Financial Statements prepared with minor error in 3 days. | 100% of the accompanying Notes to Financial Statements prepared with no error in 1 day. | 5 | 5 | 5 | 5.00 | |
| | 100% of the Statement of Management's Responsibility and transmittal letter to COA prepared with minor error in 10 minutes. | 100% of the Statement of Management's Responsibility and transmittal letter to COA prepared with no error in 3 minutes. | 5 | 5 | 5 | 5.00 | |

Note: Use Additional sheet/s if necessary:

Total Rating 174.00

Final Average Rating 4.83

Rater comments and recommendation for development purposes or rewards/promotion. (Note: Use additional sheet/s if necessary)

This above rating has been discussed with:

Name and Signature of Ratee: *Merzeth Blaire B. Ollerias*
MERZETH BLAIRE B. OLLERAS
Position: Accountant II
Date: 1-2-24

Name and Signature of Initial Rater: *Wenylou R. Laguna*
WENYLOU R. LAGUNA
Position: Accountant III
Date: 1-2-24

Name and Signature of Final Rater: *Lyndel P. Jabines*
LYNDEL P. JABINES
Position: Assistant District Engineer
Date: 1-2-24

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