

CASH FICE

Visca Baybay City, Leyte 6521-A, Philippines IP Phone: 565-0600 local 1011

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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.92	70%	3.444
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
	TOTAL NU	MERICAL RATING	4.92
FOTAL NUMERICAL RATING: Add: Additional Approved Points, if any FOTAL NUMERICAL RATING: FINAL NUMERICAL RATING ADJECTIVAL RATING:	4.92	0	
DAHLIA R. ARPOCEPLE Name of Staff	Reviewed	EN EVERY, ATUPAN partment/Office Head	_
Recommending Approva		SANC. GUINOCOR Dean/Director	_
Approved:	ED	GARDO E. TULIN Vice President	<u></u>

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAHLIA R. ARPOCEPLE, an administrative staff of the CASH OFFICE 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 JULY 1 to DECEMBER 31, 2023.

Mayayla DAHLIA R. ARPOCEPLE

> Ratee 2824

Approval:

QUEEN EVER Y. ATUPAN

Head of Unit

Actual Rating REMARKS MFOs/PAPs Accomplish Success Indicators Tasks Assigned Target No. Q1 E2 T3 A4 ment **UGAS5. SUPPORT TO OPERATIONS** OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS Fast Efficient & 95% of clients rated 100% of clients PI 1. Percentage of clients 5 5 5 5.00 ISO 9001:2015 customer friendly rated services served rated the services services as very ODAS aligned documents frontline service satisfactory or higher as very received at least very STO 1: and compliant satisfactory or satisfactory or higher processes higher 5 5 5.00 Pl. 2 Number of administrative Implement 2 processes 2 processes 5 implemented processes implemented in processes in implemented according to QP according to accordance with existing accordance with OP approved quality procedures existing approved QPs. 17 COA reports 5 5 5 5.00 PI. 3 Number of Reports Submit reports of 19 reports checks issued (soft submitted to COA and hard copies) as requested 100% ISO compliant 100% ISO 5 5 5.00 PI. 4 Percentage of ISO Preparation and 5 evidences readily compliant evidences compliant with filing of evidences available evidences existing quality procedures kept intact and readily available readily to Auditor available

Ma	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual	Rating				REMARKS
No.				rarget	ment	Q1	E2	T3	A4	KEMAKKS
OVPAF	STO3: ARTA ALIGN	ED COMPLIANCE AND REPO	ORTING REQUIREM	TENTS						
ODAS STO 3:	ARTA aligned frontline services	P1. 9 Efficient & customer friendly frontline service	Customer friendly frontline service	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
OVPAF	STO4: INNOVATION	IS & BEST PRACTICES								
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Preparation of documents needed.	1 new system	1 new system	5	5	5	5.00	
UMFO6:	General Administra	ative and Support Services (GASS)		*					
OVPAF	GASS 1: Administra	tive and Support Services M	anagement							
ODAS GASS 1:	Administrative and Support Services	PI. 17 Number of administrative services and financial/ administrative documents acted within time frame	Preparation, encoding and printing of communications and documents requested by clients	42 requests/ administrative documents (clearances, readmission, etc.)	45 requests/ administrative documents (s, etc.)	5	5	5	5.00	
		Pl. 18 No. of linkages with external agencies maintained	Miantain a good working relationship and linkage with Landbank, COA and other agencies	3 Linkages (COA, BOT, LBP, Philhealth, GSIS, HDMF)	8 Linkages (COA, BOT, Ched, LBP, Philhealth, GSIS,HDMF, Leyeco, etc.)	5	5	5	5.00	
		PI. 20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Preparation, encoding and printing of Notice of Meeting	6 staff meetings	3 staff meetings	5	4	4	4.33	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Preparation, encoding and printing of reports	2 reports	2 reports	5	5	4	4.67	

Ma	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual	Rating				REMARKS
No.	MFOS/PAPS	Success indicators	I daka Assiglied	rarget	ment	Q1	E2	Т3	A4	71441174174
ODAS/H	IRM GASS 4: Cashie	ering Services	2							
CASH MFO1	Administration Support Services & Management	P11. Number of communications prepared for bank updating and other cash transactions	Preparation, encoding and printing of bank communications	18 communications	19 commu- nications	5	5	4	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	500 approved payrolls and vouchers	5319 approved and vouchers	5	5	5	5.00	
		PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks and PACS	250 checks; 1,000 entries of PACS	810 checks; 17,502 entries of LDDAP & PACS	5	5	5	5.00	
		PI3. Number of Purchase Orders paid	Processing of payment	75 Purchase Orders	191 Purchase Orders	5	5	5	5.00	
CASH MFO3	Financial reports preparation	P11. 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 Report of Check Issued for Fund 101	25 daily/weekly reports 6 monthly reports	119 daily/weekly reports 19 monthly reports	5	5	5	5.00	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection and posted in the system.	Collection of payments	100 official receipts issued	369 official receipts issued	5	5	5	5.00	
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Cash count of collection	50 deposits	60 deposits	5	5	5	5.00	
Total O	ver-all Rating								83.67	

		Borres to Borres	The Annual Control	Actual	Rating				REMARKS	
No.	MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Accomplish ment		Q1 E2 T3 A4		REMARKS	
	Rating (Total Over- divided by 17)	4.92	Comments & Recomm	nendations for Devel	opment Purpose:					
Additional Points:		- Recommed her for higher position.								
Punc	ctuality		Mecolitica	nor for vigitor	Yord MON.					
Approved additional points(with copy of approval)										
		4.92								
ADJECTI	VAL RATING	Outstanding								

Eva			

QUEEN-EVERY. ATUPAN Dept Unit Head

Recommending Approval:

RYSAN C. GUINOCOR

Director, Administrative Services

Date:

Approved by:

EDGARDO E. TULIN

Vice President for Admin. & Finance Date: 2/9/24

Date: _

1 - Quality

Date:

2 - Efficiency

3 - Timeliness

4 - Average