

INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM

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 January to June 2021.

Approved by: _____ Position: **District Engineer** Signature of Ratee: *Merzeth Blaire B. Olleras*
 Signature: _____ Office: **Leyte 5th DEO, Baybay City** Date Prepared: **11/1/21**
 Name: **Merzeth Blaire B. Olleras**

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED OF THE SEMESTRAL RATING PERIOD							
GENERAL ADMINISTRATIVE & SUPPORT SERVICES							
Processing of Disbursement Voucher (DV)							
	130% Checked the completeness of supporting documents and legality of claims of the Disbursement Vouchers for civil works and affixed initial within the day, with no fail	130% Checked the completeness of supporting documents and legality of claims of the Disbursement Vouchers for civil works and affixed initial within the day, with no fail	5	5	5	5	
LDDAP-ADA and Payment of Accounts Payable (External and Internal Creditor)							
	130% Prepared and affixed initial in the LDDAP-ADA based on the approved DV per form provided by the DBM on a first-come-first-serve basis, within the day, with no error	125% Prepared and affixed initial in the LDDAP-ADA based on the approved DV per form provided by the DBM on a first-come-first-serve basis, within the day, with no error	5	4	5	4.67	
Fund Utilization and Control							
	1. LDDAP-ADA has one (1) series per month per Funding Source; 2. If the bank account maintained by the creditor/ payee is other than the Agency's MDS-GSB, separate LDDAP-ADA will be prepared for the creditor/ payee.	1. LDDAP-ADA has one (1) series per month per Funding Source; 2. If the bank account maintained by the creditor/ payee is other than the Agency's MDS-GSB, separate LDDAP-ADA will be prepared for the creditor/ payee.					
	130% Prepared and affixed initial in the SLIE, which has one series per year per Funding Source in 1 hour, with no error	130% Prepared and affixed initial in the SLIE, which has one series per year per Funding Source in 2 hour, with no error	5	5	4	4.67	
	130% Prepared JEV in eNGAS indicating the following: • DV reference number • ORS number • LDDAP-ADA number • NCA/NTA number The system automatically assigns JEV Number when saved in 15 minutes, with no error	130% Prepared JEV in eNGAS indicating the following: • DV reference number • ORS number • LDDAP-ADA number • NCA/NTA number The system automatically assigns JEV Number when saved in 15 minutes, with no error	5	5	5	5	

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating				Average	Remarks
			TO BE FILLED DURING EVALUATION					
			Q	E	T			
TO BE FILLED OF THE SEMESTRAL RATING PERIOD								
	Reports of Checks Issued (RCI)							
	130% Prepared JEV in e-NGAS indicating the following: • DV reference number • ORS number • Check number • NCA/NTA number The system automatically assigns JEV Number when saved in 15 minutes with no error.	125% Prepared JEV in e-NGAS indicating the following: • DV reference number • ORS number • Check number • NCA/NTA number The system automatically assigns JEV Number when saved in 15 minutes with no error.	5	4	5	4.67		
	Preparation of Tax Remittance Advice (TRA)							
	130% Remitted eTRA through eFPS by e-filing BIR Forms 1600, 1601-E, 1601-C according to the Alpha-Numeric Tax Code (ATC) as reflected in the said forms before the 10th day of the following month, with no error	125% Remitted eTRA through eFPS by e-filing BIR Forms 1600, 1601-E, 1601-C according to the Alpha-Numeric Tax Code (ATC) as reflected in the said forms before the 10th day of the following month, with no error	5	4	5	4.67		
FINANCIAL REPORTING	130% Prepared JEV in eNGAS indicating the TRA number and particulars of the transaction. The system automatically assigns JEV Number when saved before the 10th day of the following month, with no error	130% Prepared JEV in eNGAS indicating the TRA number and particulars of the transaction. The system automatically assigns JEV Number when saved before the 10th day of the following month, with no error	5	5	5	5		
	Fund Transfer from Other Agencies (Trust Receipts-MOA with Central Office)							
	130% Upon completion of the project, the previous JEV upon payment must be properly reclassified to appropriate PPE account and subsequently transferred/turned-over to the Central Office in 30 minutes with no error.	130% Upon completion of the project, the previous JEV upon payment must be properly reclassified to appropriate PPE account and subsequently transferred/turned-over to the Central Office in 30 minutes with no error.	5	5	5	5		
	130% JEV Preparation should be for the reclassification to the PPE Account transfer of asset account to the Central Office and remittance of the National Treasury of the unutilized balance of IATF in 30 minutes with no error.	130% JEV Preparation should be for the reclassification to the PPE Account transfer of asset account to the Central Office and remittance of the National Treasury of the unutilized balance of IATF in 30 minutes with no error.	5	5	5	5		
	Bank Reconciliation for all Funds/ Accounts							
	130% Ensured that all cash receipts and disbursements are recorded/ accounted for in the Books in 1 hour with no fail	130% Ensured that all cash receipts and disbursements are recorded/ accounted for in the Books in 1 hour with no fail	5	5	5	5		

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating				Average	Remarks
			TO BE FILLED DURING EVALUATION					
			Q	E	T			
TO BE FILLED OF THE SEMESTRAL RATING PERIOD								
	130% Compared the Subsidiary Ledger with that of the Bank Statement, RCI, LDDAP-ADA and NCA/NTA in 1 day with no fail.	130% Compared the Subsidiary Ledger with that of the Bank Statement, RCI, LDDAP-ADA and NCA/NTA in 1 day with no fail.	5	5	5		5	
	130% Prepared JEV in e-NGAS for any reconciling item to reflect the correct cash balance in the Books in 15 minutes with no error.	130% Prepared JEV in e-NGAS for any reconciling item to reflect the correct cash balance in the Books in 20 minutes with no error.	5	5	4		4.67	
Recording of Inventory Items Issued								
	130% Corresponding SLC and PPELC are checked for discrepancies or variances on the RIS and RSMI before recording done before the 10th day of the following month with no fail.	125% Corresponding SLC and PPELC are checked for discrepancies or variances on the RIS and RSMI before recording done before the 10th day of the following month with no fail.	5	4	5		5	
FINANCIAL REPORTING	130% Prepared JEV in eNGAS for the issuance within 1 day. The system automatically assigns JEV Number when saved, with no error.	125% Prepared JEV in eNGAS for the issuance within 1 day. The system automatically assigns JEV Number when saved, with no error.	5	4	5		4.67	
	Book-Up Property (Donation/Turn-Over)							
	130% Added subsidiary ledger of PPE in eNGas in 20 minutes with no error	125% Added subsidiary ledger of PPE in eNGas in 20 minutes with no error	5	4	5		4.67	
	130% Talled the list of properties prepared by the originating office against the documents submitted. Coordinated with the originating office for any deficiencies from the submitted documents. Checks in eNGAS if any previous record has been done for these properties in 30 minutes with no fail.	130% Talled the list of properties prepared by the originating office against the documents submitted. Coordinated with the originating office for any deficiencies from the submitted documents. Checks in eNGAS if any previous record has been done for these properties in 40 minutes with no fail.	5	5	4		4.67	
	130% Prepared JEV in eNGAS for the issuance. The system automatically assigns JEV Number when saved in 15 minutes with no error.	130% Prepared JEV in eNGAS for the issuance. The system automatically assigns JEV Number when saved in 20 minutes with no error.	5	5	4		4.67	

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				
Financial Statements							
FINANCIAL REPORTING	130% Thorough reviewed/ analyzed of the generated Preliminary Financial Statements before the 10th day of the following month with no fail	130% Thorough reviewed/ analyzed of the generated Preliminary Financial Statements before the 10th day of the following month with no fail	5	5	5	5	
	130% Prepared adjustment for any discrepancies noted during analysis before the 10th day of the following month with no error.	130% Prepared adjustment for any discrepancies noted during analysis before the 10th day of the following month with no error.	5	5	5	5	
	130% Generated Financial Statement/ Report before the 10th day of the following month with no error.	125% Generated Financial Statement/ Report before the 10th day of the following month with no error.	5	4	5	4.67	
	130% Affixed initial in the generated Trial Balance before the 10th day of the following month with no fail.	130% Affixed initial in the generated Trial Balance before the 10th day of the following month with no fail.	5	5	5	5	
	130% Prepared Statement of Management Responsibility (for year-end Financial Statements) and transmittal letter, then forwards finalized Financial Statements to the Section Chief for signature before the 10th day of the following month with no error	125% Prepared Statement of Management Responsibility (for year-end Financial Statements) and transmittal letter, then forwards finalized Financial Statements to the Section Chief for signature before the 10th day of the following month with no error	5	4	5	4.67	
Note: Use Additional sheet/s if necessary:			Total Rating 106.00				
Rater comments and recommendation for development purposes or rewards/promotion. (Note: Use additional sheet/s if necessary)			Final Average Rating 4.82				
The above rating has been discussed with:							
Name and Signature of Ratee: MERZETH BLAIRE B. OLLERAS		Name and Signature of Initial Rater: WENYLOU R. LAGUNA		Name and Signature of Final Rater: LYNDLE F. JABINES			
Position: Accountant II		Position: Accountant III		Position: OIC-Assistant District Engineer			
Date:		Date:		Date:			

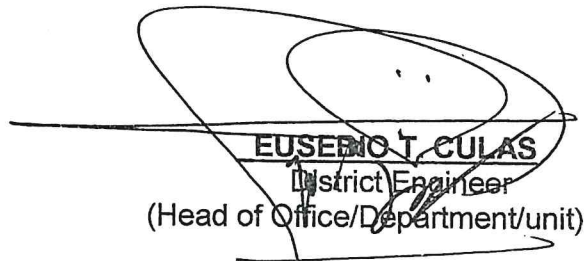
Republic of the Philippines
Department of Public Works and Highways
5th District Engineering Office
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms/Mr. Merzeth Blaire M. Baleos has assumed the duties and responsibilities as Accountant II of DPWH-5th District Engineering Office effective August 31, 2018.

This certification is issued in connection with the issuance of the appointment of Ms/Mr. Baleos as Accountant II.

Done this 3rd day of September 2018 in Brgy. Hipusngo, Baybay City, Leyte.


EUSEBIO T. CULAS
District Engineer
(Head of Office/Department/unit)

Date: 9/03/18

Attested by:


RYLAH MARIE E. TORING
Administrative Officer IV
(HRMO II)

201 file
Admin
COA
CSC

*For submission to CSCFO
within 30 days from the
date of assumption of the
appointee*