DOH SPMS Form 4

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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **DAVID CHRISTIAN C. VERBA**, **ADMINISTRATIVE AIDE VI** of the **MANAGEMENT SUPPORT CLUSTER - BUDGET UNIT**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **DECEMBER 16 - DECEMBER 31, 2024**.

Name of Employee: DAVID CHRISTIAN C. VERBA **Date:** JANUARY 10, 2025

Approved By: MA. LEILA P. CONCILLO — **Date:** JANUARY 10, 2025

Name of Supervisor

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory
1- Poor

Output	Success Indicators (Targets + Measures)	Actual Accomplishment	RATING Q (1)	E (2)	T (3)	A (4)	Remarks/Justification of Unmet Targets (use separate sheet if needed)
CORE FUNCTIONS:							
Process the Obligation Request and Status (ORS), Purchase Orders (POs), Travel Expense Vouchers (TEVs), Contracts, mandatory expenses, and other financial claims.	*100% Obligation Request and Status (ORS), Purchase Orders (POs), Travel Expense Vouchers (TEVs), Contracts, mandatory expenses, and other financial claims, were processed within 7 hours.*	***109/109*** *100% Obligation Request and Status (ORS), Purchase Orders (POs), Travel Expense Vouchers (TEVs), Contracts, mandatory expenses, and other financial claims, were processed within 7 hours.*	*5*	*5*	*4*	*4.67*	
Answer all queries from those who follow up on their documents.	*100% Answered all queries from those who follow up on their documents.*	*100% Answered all queries from those who follow up on their documents.*	*5*	*4*	*5*	*4.67*	
Checking of obligations processed in the Registry (RAOD).	*100% Checked the obligations processed in the Registry (RAOD).*	*100% Checked the obligations processed in the Registry (RAOD).*	*4*	*5*	*5*	*4.67*	
		Average Rating (Core Functions):				**4.67**	
SUPPORT FUNCTIONS:							
Perform such other functions as assigned by the immediate Supervisor, Cluster Head and/or Director IV.	*100% Performed such other functions as assigned by the immediate Supervisor, Cluster Head and/or Director IV.*	*100% Performed such other functions as assigned by the immediate Supervisor, Cluster Head and/or Director IV.*	*5*	*5*	*5*	*5.00*	
		Average Rating (Support Functions)				**5.00**	

RATING

Function	Percentage Distribution	Average Rating per Function	Final Rating per Fuinction (Average Rating x Percentage Distribution)	Final Average Rating	Adjectival Rating	Remarks
Core Functions	**80%**	**4.67**	**3.73**	**4.73**	**Very Satisfactory**	For the period Dec. 16 to Dec 31, 2024 per DTR his attendance has several tardiness + absences
Support Functions	**20%**	**5.00**	**1.00**			

Discussed With:	Assessed By:	Date	Final Rating by:	Date
DAVID CHRISTIAN C. VERBA	MA. LEILA P. CONCILLO	10-Jan-25	MARIA ROSARIO D. BALBOA, MM	JANUARY 10, 2025
Employee	**Supervisor**		**Next Higher Supervisor**	

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

**In the event that there is no strategic output, the percentage distribution is as follows: Core output-*80% and Support output-20%*