
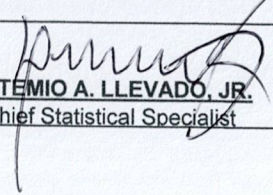



# INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)

I, **LOUISE KIM F. GULAY**, Accountant I of PSA Southern Leyte 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 1 to June 30, 2023.

  
**LOUISE KIM F. GULAY**  
 Accountant I

Date: January 03, 2023

Reviewed by:  <b>EUTEMIO A. LLEVADO, JR.</b> Chief Statistical Specialist		Date: February 08, 2023		 <b>WILMA A. PERANTE</b> Regional Director		Date: February 09, 2023	
<div> <div>5- Outstanding</div> <div>4- Very Satisfactory</div> <div>3- Satisfactory</div> <div>2- Unsatisfactory</div> <div>1- Poor</div> </div>							
Sector/Organizational/ Program/ Outcomes/Outputs/ Activities	SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	Rating			Average	Remarks
			Quantity (QN)	Quality (QL)	Timeliness (T)		
<b>SUPPORT SERVICES</b> Aims to strengthen the strategic and adaptive support systems and processes, and improve organizational transformation towards a culture of collaboration and excellence. These can be attained by improving the operational and support processes and systems, establishing an Enterprise Architecture, improving the enabling environment and governance, streamlining processes for ease of operations and accountability, sharpening preparedness for all types of risks, enhancing communications and coordination, building high- performing teams, and facilitating organization excellence and employee well-being.							
<b>Goal 5</b> To strengthen strategic and adaptive support systems and processes							
<b>Outcome 5.1</b> Improved operational and support processes and systems							
Functional Objective 5.1.7: Ensure regulatory compliance for all financial accountability and related reports							
Quality Objective 5.1.7.1: Ensure 100% of financial accountability and related reports are submitted within prescribed timeline							
<b>Output</b>							
5.1.1 Resource management optimized							
<b>Accounting Unit</b>							
Processed vouchers	Vouchers processed on the 3rd day after receipt from claimant	86% of the vouchers were processed within 3 days	n/a	5	3	4	
Monthly Journals (General Journal, Check Disbursement Journal, ADA Disbursement Journal, Cash Disbursement Journal, Cash Receipts Journal, Cash Journal)	Monthly Journals transmitted to Accounting Div on the 5th day of the succeeding month with prescribed format  Monthly Journals transmitted to Accounting Unit (RSSO) on the 5th day of the succeeding month with prescribed format	Submitted to RSSO on Feb. 03; Uploaded to Gdrive on: Mar. 02, Apr. 03, May 02, Jun. 02, & Jul. 04	n/a	5	5	5	



Monthly Trial Balance	Monthly Trial Balance transmitted to Accounting Div on the 5th day of the succeeding month with prescribed format	Submitted to RSSO on Feb. 03; Uploaded to Gdrive on: Mar. 02, Apr. 03, May 02, Jun. 02, & Jul. 04	n/a				
	Monthly Trial Balance transmitted to Accounting Unit (RSSO) on the 5th day of the succeeding month with prescribed format			5	5	5	
Post Closing General Journal	Post Closing General Journal transmitted to Accounting Division on the 31st day of January, with prescribed format						
	Post Closing General Journal transmitted to Accounting Unit (RSSO) on the 15th day of January, with prescribed format						
Post Closing Trial Balance	Post Closing Trial Balance transmitted to Accounting Division on the 31st day of January, with prescribed format						
	Post Closing Trial Balance transmitted to Accounting Unit (RSSO) on the 15th day of January, with prescribed format						
Year-end Trial Balance	Year-end Trial Balance transmitted to Accounting Division on 31st day of January with prescribed format						
	Year-end Trial Balance transmitted to Accounting Division on 15th day of January with prescribed format						
Index of payments	Monthly Index of Payments updated on the 10th ARM without error	Updated on the ff. dates: Feb. 07, Mar. 09, Apr. 04, May 09, Jun. 05, & Jul. 04	n/a	5	5	5	
Bank Reconciliation Statement	Bank Reconciliation Statement prepared on the 3rd day ARM without error	Prepared on the ff. dates: Feb. 02, Mar. 01, Apr. 03, May 02, Jun. 01, & Jul. 03	n/a	5	3	4	



Quarterly Financial Statements(Statement of Financial Position, Statement of Financial Performance, Statement of Changes in Net Assets,Cash Flow Statement,SCBAA,Notes to Financial Statement,Statement of Management Responsibility)	Quarterly Financial Statements(Statement of Financial Position, Statement of Financial Performance, Statement of Changes in Net Assets,Cash Flow Statement,SCBAA,Notes to Financial Statement,Statement of Management Responsibility) on the 8th day of the succeeding month with prescribed format  Quarterly Financial Statements transmitted to Accounting Unit(RSSO) on the 5th day after the reference quarter with prescribed format	Uploaded to Gdrive on the ff. dates: Apr. 03 & Jul. 04	n/a	5	5	5	
Quarterly Report of Revenue & Other Receipts (FAR 5)	FAR 5 submitted on 15th day after the end of each quarter with prescribed format	Uploaded to Gdrive on the ff. dates: Apr. 03 & Jul. 04	n/a	5	5	5	
Annual Report of Disbursement - Aging of Due and Demandable Obligations (FAR No. 3)	FAR 3 submitted on 15th day after the end of the year with prescribed format						
Year-end Financial Statement	Year-end Financial Statement transmitted to Accounting Division on 31st day of January with prescribed format  Year-end Financial Statement transmitted to Accounting Division on 15th day of January with prescribed format						
Other Financial Related Reports	Other Financial related Reports prepared/complied on the 3rd day after receipt of request from COA in prescribed format	Emailed to COA the ff reports on the ff dates:  Nov TB- Jan. 09 Gen. Ledgers- Jan. 11 & Feb. 15 RCI (Nov & Dec)- Jan. 23 Lapsing Schedule- Mar. 15 IAR & DR/OR/SI- Mar. 21	n/a	5	1	3	
<b>HUMAN RESOURCE</b>							
Personal Data Sheet (PDS)	PDS submitted as per prescribed format on the 16th day of January	Submitted to HR on Jan. 11	n/a	5	5	5	



Statement of Assets, Liabilities and Networth (SALN)	SALN submitted as per prescribed format with complete and correct entries on the 30th March	Submitted to HR on Jan. 11	n/a	5	5	5	
Daily Time Records (DTR) and Supporting Documents	DTR submitted with complete supporting documents on the 3rd day After the Reference Month (ARM)	Submitted to HR on the ff. dates: Feb. 03, Mar. 01, Apr. 03, May 02, Jun. 01, & Jul. 03	n/a	5	3	4	
Travel Claims/Travel Report	Travel claims/Travel Report with complete supporting documents (Training/Supervision/Re-interview/Spot-check/Certificate of Appearance/etc.) 10 days after travel	Travel claims for May 22-27 was submitted on May 31	n/a	5	5	5	
Functional Objective 5.1.14: Ensure regulatory compliance for all administrative, financial accountability and related reports							
Quality Objective 5.1.14.1: Ensure various administrative and financial accountability reports are submitted within prescribed timeline							
<b>Output</b>							
5.4.1 Internal control systems and procedures established and maintained							
<b>Accounting Unit</b>							
Quarterly Aging of Cash Advance	Quarterly report submitted on the 20th day ARQ to COA with prescribed format	Emailed to COA on the ff dates: Mar. 13 & Jun. 14	n/a	5	5	5	
Report on Government Projects/Programs/Activities	Quarterly report submitted on the 20th day ARQ to COA with prescribed format	Emailed to COA on the ff dates: Mar. 13 & Jun. 14	n/a	5	5	5	
Trust Fund Liquidation Reports	Trust Fund Liquidation Reports submitted to COA on the 10th day ARM with 5% error	Submitted to COA on the ff. dates: Feb. 11, Mar. 10, Apr. 03, May 10, Jun 05, & Jul. 13	n/a	5	1	3	
Tax Remittance Advice(TRA) thru electronic Filing Payment System (eFPS)	TRA remitted to BIR on the 10th day of the succeeding month with prescribed format	Remitted to BIR on the ff. dates: Feb. 01, Mar. 01, Apr. 03, May 02, Jun. 01, & Jul. 03	n/a	5	5	5	
Annual BIR Report-Annual Information Return of Income Taxes Withheld on Compensation and Final Withholding Taxes-1604CF	Annual BIR report(1604CF) submitted to BIR on the 28th day of February with the prescribed format						
Annual BIR Report-Annual Information Return of Creditable Income Taxes Withheld(Expanded)/Income Payments Exempt from Withholding Tax-1604E	Annual BIR report(1604E) submitted to BIR on the 1st day of March with the prescribed format						
Report of Actual MOOE Provided by Audited Agency to Auditing Units	Report of Actual MOOE submitted to COA on the 3rd day after reference semester with the prescribed format	Emailed to COA on Jun. 14	n/a	5	1	3	



Report on Status of Fund Transfer to Other Government Agencies	Report submitted to COA on the 10th day ARS with prescribed format	Emailed to COA on Jun. 14	n/a	5	1	3	
Report on Status of Fund Transfer to Other NGOs	Report submitted to COA on the 10th day ARS with prescribed format	Emailed to COA on Jun. 14	n/a	5	1	3	
Report of Status of Other Receivables	Report submitted to COA on the 10th day ARS with prescribed format	Emailed to COA on Jun. 14	n/a	5	1	3	
Reply to Audit Observation Memorandum (AOM)	Reply to AOM on or before the 15th day after receipt of AOM	Received the AOM on Mar. 22 & 30 and emailed the reply letters on Mar. 24 & 31	n/a	5	5	5	
Agency Action Plan on Status of Implementation (AAPSI) on Previous Years Audit Observations and Recommendations	Report on AAPSI on or before the 60th day after receipt of Management Letter using the prescribed format	Submitted to COA on Jul. 13	n/a	5	5	5	
COA Notifications Monitoring Report	Report submitted to RO on the 10th day ARQ	Uploaded to Gdrive on: Jun. 02	n/a	5	5	5	

#### Goal 6

To improve organizational transformation towards a culture of collaboration and excellence

#### Output

6.1.1 Competencies of human capital resource built and developed

Individual Performance Commitment Review (IPCR) - Work Target	IPCR Work Target submitted as per prescribed format on the 25th day of January	Submitted to HR on Jan. 03	n/a	5	5	5	
Individual Performance Commitment Review (IPCR) - Accomplishment	IPCR Accomplishments submitted as per prescribed format on the 30th day of January	Submitted to HR on Jan. 13	n/a	5	5	5	

Final Average Rating

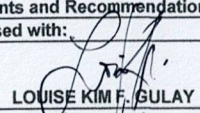
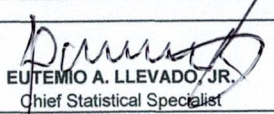
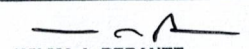
4.40

Adjectival Rating

VS

**Comments and Recommendations for Performance Development:** You really care about your work and you seem to really take the time to do it, the best you can. Keep up the good work :)

Discussed with:

 LOUISE KIM F. GULAY Accountant I	Date:	 EUTEMIO A. LLEVADO, JR. Chief Statistical Specialist	Date: 7/28/23	 WILMA A. PERANTE Regional Director	Date: 8/1/23
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Legend: 1 - Quantity 2 - Quality 3 - Timeliness