

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JOBELLE S. CAMBA**, of the **Office of the Sangguniang Bayan**, agency of **LGU MAYORGA, 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 **July 1, 2022 to December 31, 2023**.

JOBELLE S. CAMBA
SB Ratee

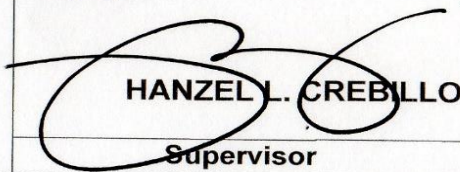
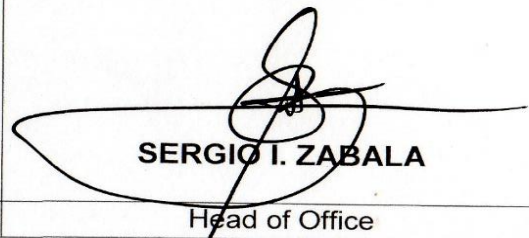
Date: _____

Reviewed by:		Date	Approved by:	
HANZEL L. CREBILLO			SERGIO I. ZABALA	
Immediate Supervisor			Head of Office	

RATING SCALE	5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor
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OUTPUT	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
STRATEGIC PRIORITY/OBJECTIVE/							
KEY REFORM AREA/							

1. Produce and Code Documents	Produced and coded documents enacted and adopted by the Sangguniang Bayan (Year Long)	<u>100%</u> Produced and coded documents enacted and adopted by the Sangguniang Bayan (Year Long)	5	5	5	5	
2. Keep and Appraise Records or Inventories	Kept and Appraised records for inventory and disposition of all official transactions taken by Sangguniang Bayan (Year Long)	<u>100%</u> Kept and Appraised records for inventory and disposition of all official transactions taken by Sangguniang Bayan (Year Long)	5	5	5	5	
3. Store , Arrange, Index, Classify And Undertake	Stored, Arranged, Indexed, classified and undertake the preservation of important documents of the Sangguniang Bayan for future use (Year Long)	<u>100%</u> Stored, Arranged, Indexed, classified and undertake the preservation of important documents of the Sangguniang Bayan for future use (Year Long)	5	5	5	5	
4. Facilitate the Development of Filing system	Facilitated the development of filing system and maintaining these to meet administrative legal and financial requirements (Year Long)	<u>95%</u> Facilitated the development of filing system and maintaining these to meet administrative legal and financial requirements (Year Long)	5	5	4	4	
5. Financial Management	Cash Advances liquidated 30 days after disbursement	<u>100%</u> of Cash Advances liquidated 30 days after disbursement	5	5	5	5	
6. Set up, Maintain, Records System	Set up, maintained review and document record system (Year Long)	<u>95%</u> Has been set up, maintained review and documents record system (Year Long)	5	5	4	4	
7. Perform other Duties	Performed other duties and responsibilities relative to the position (Year Long)	<u>100%</u> Performed other duties and responsibilities relative to the position (Year Long)	5	5	5	5	
Total Overall Rating			35	35	33	33	
Final Average Rating			5	5	4.71	4.71	
Adjectival Rating			OS	OS	VS	VS	

Discussed with	Date	Assessed by:	Date
JOBELLE S. CAMBA		<p>I hereby certify that I discussed my assessment of the performance with the employee.</p>  <p>HANZEL L. CREBILLO Supervisor</p>	 <p>SERGIO I. ZABALA Head of Office</p>
Employee			

Legend: 1- Quality

2- Efficiency

3- Timeless

4- Average