INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I,VALERIE C. VALENZONA, Administrative Officer I 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.

VALERIE C. VALENZONA

Ratee

Approval:

QUEEN EVER Y. ATUPAN

Head of Unit

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				DEMARKS
						Q1	E2	ТЗ	A4	REMARKS
	PORT TO OPERATION									
OVPAF STO	1: ISO 9001:2015 ALIG	NED DOCUMENTS								
ODAS STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Fast, Efficient & customer friendly frontline service	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	4	5	5	4.67	
		PI. 2 Number of administrative processes implemented in accordance with existing approved quality procedures	Implement processes in accordance with existing approved QPs	2 processes implemented according to QP	2 processes implemented according to QP	5	5	5	5.00	
		PI. 3 Number of Reports submitted to COA	Preparation and Submittion of Report of Check Issued and Cancelled (RCIC), Report of Advice to Debit Account Issued (RADAI) & Summary List of Check Issued (SLCI) under Regular Agency Fund to COA.	January-March 2023 : 3 RCIC reports; 12 RADAI reports; 3 SLCI reports	3 RCIC reports; 56 RADAI reports; 3 SLCI reports	5	5	5	5.00	C
		PI.4 Percentage of ISO evidences compliant with existing quality procedures kept intact and readily available to Auditor	Preparation and filling of evidences	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	-
		PLIANCE AND REPORTING RE								
DDAS STO 3:	ARTA aligned frontline services	PI. 9 Efficient & customer friendly frontline service	Fast, Efficient & customer friendly frontline service	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	KEMAKKS
ODAS STO 4:	Innovations & new Best Practices Development Services	PI. 10. Number of new systems/innovations/proposals introduced and implemented	Implement the new system to further improve disbursement services	1 new system	1 new system	5	5	5	5.00	
		Support Services (GASS)	The second secon							
VPAF GASS ODAS GASS 1:	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	6 requests/ administrative documents	6 requests/ administrative documents	5	5	5	5.00	
		PI. 18 No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with Landbank, COA and other agencies	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana)	5	5	5	5.00	
		PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted	Attend monthly staff meeting	6 staff meeting	6 staff meeting	5	5	5	5.00	
		PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc)	Consolidates, encodes and prints IPCRs with supporting documents	4 reports	4 reports	5	5	4	4.67	
ODAS GASS	4: Cashiering Service	S								7.7
CASH MF01	Administration Support Services & Management	PI1. Number of communications prepared for bank updating and other cash transactions	Preparation and printing of communications and documents requested by clients	6 requests/ (communications to LBP for the closed accounts,etc.)	6 requests/ (communications to LBP for the closed accounts,etc.)	5	5	5	5.00	
		PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	Preparation and submittion of monthly monitoring of NCA utilization per expense accounts	3 monitoring (for the period Jan Mar. 2023)	3 monitoring	5	5	5	5.00	

No.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment		Ra	REMARKS		
						Q1	E2	Т3	A4	KEWAKKS
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	1,500 approved payrolls and vouchers	2,019 approved payrolls and vouchers	5	5	5	5.00	
V	* n	PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Preparation, encoding and printing of checks, PACS, LDDAP and ACIC	January-March 2023: 150 checks; 100 entries of LDDAP- ADA; 1,500 entries of PACS	287 checks; 183 entries of LDDAP- ADA; 3,261entries of PACS	5	5	5	5.00	
		PI3. Number of Purchase Orders paid	Conduct a final review of the purchase order as to completeness of signatures and attachments	50 Purchase Orders	102 Purchase Orders	5	5	5	5.00	
CASH MFO3	Financial reports preparation	PI1. 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 RCIC, RADAI, SLCI for Regular Agency Fund (General Fund 101) and RAAF	January-March 2023 : 3 RCIC reports; 12 RADAI reports; 3 SLCI reports JanNov. 2023 : 5 RAAF reports	3 RCIC reports; 56 RADAI reports; 3 SLCI reports; 5 RAAF reports	5	5	4	4.67	
CASH MFO4	Collection Services	PI1. Number of official receipts issued for collection and posted in the system.	Collect fees and issue official receipts to students and clients	1,000 official receipts issued	15,687 official receipts issued	5	5	5	5.00	J. May
		PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	Prepare deposit slips and deposit intact daily collection the next banking day	250 deposits	1,044 deposits	5	5	5	5.00	E.
Total Over-all Rating		89.00	Comments and Recommendations for Development Purpose:							
Average Rating Additional Points:		4.94	Recommed her for higher position.							
Punctu				1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,),		,			
	itional points (with copy	of approval)		1						
FINAL RATING			4.94	1						
ADJECTIVAL RATING			Outstanding							

Evaluated and Rated by:

Recommending Approval:

RYSAN C GUINOCOR

Director for Administrative Services

Date:

Approved by:

EDGARDO E. TULIN

Vice President for Admin. & Finance

Date:____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average