

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Deca Variña Galvez Montajes of the Internal Audit Services Office 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 January to June 2021.

Deca Variña Galvez Montajes
Ratee

Approved:

Grace J. Tripoli
Head of Unit

MFO and Performance Indicators (IP)	Program/Activities/Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Major Final Output	Frontline Services	Efficient and customer friendly	0% complaint	0% complaint	4	4	4	4.00	
Valid, accurate, authorized, and complete disbursement transactions	Confirms accuracy, authorization, completeness and validity of vouchers	Check vouchers and supporting documents and assign internal audit control number.	100% accurate	100% accurate	4	4	4	4.00	
Complete pre-audited transaction records	Monitors procurement, infrastructure, salary and wages payment, and other transactions of the government	Keeps records of all disbursement transactions	100% complete	100% complete	4	3	4	3.67	
Management and Operations Audit Report	Conducts audit on offices	Assist in preparation of audit reports on findings and observations of each offices	100% efficient	100% effective	4	4	4	4.00	
Total Over-all Rating					16	15	16	15.67	Very Satisfactory

Average Rating (Total Over-all rating divided by 4)	3.92
Additional Points:	
Punctuality	0
Approved Additional points (with copy approval)	
FINAL RATING	3.92
ADJECTIVE RATING	Very Satisfactory

Received by:

Patrick A. Postrero
Planning Officer

Date:

Calibrated by:

Marianito E. Gorgonio
Human Resource Management Officer

Date:

Recommending Approval:

Deogracias E. Pernitez
City Administrator

Date:

Approved by:

Jose Carlos L. Cari
City Mayor

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