



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

| Document Code | | |
|----------------------------|-----------|--------|
| FM-QP-DILG-AS-27-03 | | |
| Rev.No. | Eff. Date | Page |
| 00 | 06.15.21 | 1 of 1 |

I, **CHRISTIAN P. CUMPIO, ADMINISTRATIVE AIDE IV (CLERK II)**, of **DILG REGIONAL OFFICE VIII** 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 TO JUNE 2025**.

Signature of Employee/Ratee -

Date: March 7, 2025

| | | | |
|--|--|----------------------------|------------|
| APPROVED BY: ATTY. DARWIN N. BIBAR, CESO IV | POSITION: ASSISTANT REGIONAL DIRECTOR | DATE: March 7, 2025 | SIGNATURE: |
|--|--|----------------------------|------------|

| Ratings: 5 - Outstanding (5.00) 4 - Very Satisfactory (4.00-4.99) 3 - Satisfactory (3.00-3.99) 2 - Unsatisfactory (2.00-2.99) 1 - Poor (1.00-1.99) | | | | | | | | |
|---|--|---|--|--|----|----|--------|----------------|
| MAJOR FINAL OUTPUT/PPA (1) | SUCCESS INDICATORS (Targets + Measures) (2) | REFERENCE CODE (Refer to the number corresponding to the SI in the O/DPCR) (3) | ACTUAL ACCOMPLISHMENTS/EXPENSES (4) | RATING (5) Use 5 decimals (if any). Do not round off. | | | | REMARKS (6) |
| | | | | Q1 | E2 | T3 | Ave4 | |
| Core Function | | | | | | | | |
| FINANCIAL REPORTING SYSTEM (FRS) | Encode Daily Disbursement Vouchers in the Financial Reporting System (FRS) | 154.3 | 100% Encoded Disbursements Vocuhers in the Financial Reporting System after completion of processed DVs | 5 | 5 | 5 | 5.0000 | |
| UPDATING OF PROPERTY, PLANT AND EQUIPMENT LEDGER CARD | Prepare and update the Property, Plant and Equipment Ledger Card of the Six (6) Provinces, two (2) cities and Regional Office on or before 10th of the following month | 158.2 | Updated the Property, Plant and Equipment Ledger Card of the Six (6) Provinces, two (2) cities and Regional Office on the 9th day of the following month | | 5 | 3 | 4.0000 | |
| UPDATING OF SEMI- EXPENDABLE PROPERTY LEDGER CARD | Prepare and update the Semi-Expendable Property Ledger Card of the Six (6) Provinces, two (2) cities and Regional Office on or before 10th of the following month | 158.2 | Updated the monthly Supplies Ledger Card of the Regional Office on the 10th day of the following month | | 5 | 3 | 4.0000 | |
| MONTHLY PREPARATION OF SUBSIDIARY LEDGERS OF SELECTED ACCOUNTS | Prepare and certify correct Subsidiary Ledgers on or before 10th day of the following month. | 152.7 | Prepared and certified correct Subsidiary Ledgers on the 5th day of the following month. | 5 | 4 | 4 | 4.3333 | |
| ENCODING OF SUMMARY OF JEV | Encode and submit Summary of JEV on or before 5th day of the following month | 152.6 | Prepared and submitted Summary of JEV on the 3rd day following month | 5 | 4 | 4 | 4.3333 | |
| PROCESSING AND PAYMENT OF CLAIMS | Encode the total costs disburse on the related activity design to the Report on Government Projects/Programs/ Activities (GPPA) on the 20th day of the last month of the quarter | 155.1 | One hundred percent (100%) of total costs disbursed on the related activity design are encoded to the Report on Government Projects/Programs/ Activities (GPPA) on the 20th day of the last month of the quarter | 5 | 4 | 4 | 4.3333 | |
| FACILITATING SUBMISSION OF FINANCE AND ADMINISTRATIVE MANAGEMENT REPORTORIAL REQUIREMENTS | Prepare Status of Funds accurately and email to the concerned Division/Unit on the 5th working day of the ensuing month | 152.2 | 100% Prepared Status of Funds of the Concerned Division/Unit on the 5th day of the following month | 5 | 4 | 4 | 4.3333 | |

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|--|--|-------|---|---|---|-------------------|--------|--|
| ENCODING OF NOTICE OF CASH ALLOCATION (NCA) FUNDS IN THE FINANCIAL REPORTING SYSTEM (FRS) | Encode six (6) Notice of Cash Allocation (NCA) funds in the Financial Reporting System on the first working day of the following month | 152.4 | Encoded six (6) Notice of Cash Allocation (NCA) funds in the Financial Reporting System on the first day of the following month | 5 | 5 | 4 | 4.6667 | |
| PREPARATION OF BIR ALPHALIST OF THE REGIONAL OFFICE | Prepare and submit to RO In Charge BIR Alphalist of the Regional Office on the 5th day of the following month | 152.4 | Prepared and submitted to RO In Charge BIR Alphalist of the Regional Office on the 3rd day of the following month | 5 | 5 | 4 | 4.6667 | |
| Procurement, Inspections, Acceptance and Issuance of Goods and Services | 85% of procurement transaction through alternative methods of procurement (AMP) are conducted 50 Calendar days for PR without posting requirements and 60 Calendar days for PR amounting to above 50,000, with posting requirement (from the preparation of RFQ up to the issuance of PO/Contract/NTP to the winning supplier whichever is applicable) | 156.1 | 100% of procurement transaction through alternative methods of procurement (AMP) are conducted 50 Calendar days for PR without posting requirements and 60 Calendar days for PR amounting to above 50,000, with posting requirement (from the preparation of RFQ up to the issuance of PO/Contract/NTP to the winning supplier whichever is applicable) | 5 | 5 | 4 | 4.6667 | |
| | Zero incidence of receipt of notice of suspension/ disallowance on procurement lapses. | 156.2 | Zero incidence of receipt of notice of suspension/ disallowance on procurement lapses. | 5 | 5 | 5 | 5.0000 | |
| Conduct of Public Bidding | 85% of Procurement Activities through Public Bidding are conducted within the period of 136 calendar days from the Posting of Invitation to Bid to the Issuance of Notice to Proceed (NTP). | 157.1 | 100% of Procurement Activities through Public Bidding are conducted within the period of 136 calendar days from the Posting of Invitation to Bid to the Issuance of Notice to Proceed (NTP). | 5 | 5 | 4 | 4.6667 | |
| | Zero Receipt of Notice of Suspension/Disallowance from the Commission on Audit (COA). | 157.2 | Zero Receipt of Notice of Suspension/Disallowance from the Commission on Audit (COA). | 5 | 5 | 5 | 5.0000 | |
| | Invitation to Bid (IB) posted in the DILG Website 8 working hours after approval | 157.3 | Invitation to Bid (IB) were posted in the DILG Website 8 working hours after approval | 5 | 5 | 4 | 4.6667 | |
| Inspection, Acceptance, and Issuance of Supplies, Materials, Equipment (SME) | 100% of Supplies, Materials, Equipment (SME) received are inspected and accepted within 1 working day upon receipt. | 158.1 | 100% of Supplies, Materials, Equipment (SME) received were inspected and accepted within 1 working day upon receipt. | 5 | 5 | 5 | 5.0000 | |
| | 100% Supplies, Materials, Equipment (SME) are issued within 2 working days upon receipt of signed Requisition and Issuance Slip (RIS). | 158.2 | 100% Supplies, Materials, Equipment (SME) were issued within 2 working days upon receipt of signed Requisition and Issuance Slip (RIS). | 5 | 5 | 4 | 4.6667 | |
| | 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs). | 158.3 | 100% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs). | 5 | 5 | 4 | 4.6667 | |
| Evaluation of Supplier/Service Providers'/Contractors'/Consultants' Performance | 85% of Suppliers/Service Providers'/Contractors'/Consultants' provided with Performance Evaluation Letters within 5 WD after the completion of the consolidated report of Suppliers/Service Providers/Contractors'/Consultants' performance | 161.1 | 100 % of Suppliers/ServiceProviders'/Contractors'/Consultants' provided with Performance Evaluation Letters within 5 WD after the completion of the consolidated report of Suppliers/Service Providers/Contractors'/Consultants' performance | 5 | 5 | 4 | 4.6667 | |
| | | | | | | Sub-Rating | 4.5926 | |

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|---|---|-------|--|--------------------------|---|---|-----------------------------|--------|
| | | | | Category Weighted Rating | | | 3.6741 | |
| Support Function | | | | | | | | |
| DAILY TIME RECORDS (DTR) | Prepare and Submit Six (6) duly accomplished DTRs with complete attachments on the 5th day of the ensuing month | 169.1 | Six (6) duly accomplished DTR were prepared and submitted with complete attachments, 2 hours after the receipt | 5 | 5 | 5 | 5.0000 | |
| FLAG RAISING CEREMONY | Attend Flag Raising ceremonies every Monday, except on national and local holidays | 171.1 | Flag-raising ceremonies were attended every Monday except on local and national holidays | | 5 | 4 | 4.5000 | |
| GENERAL HOUSEKEEPING, MAINTENANCE | Comply the 5S Policy and conduct regular general Clean-up of office premises | 183.1 | Complied the 5S Policy and conducted regular general clean-up of office premises | 5 | | 4 | 4.5000 | |
| STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) | Submit 2025 IPCR 1st Semester Accomplishments with ratings on the scheduled deadline, after 5 revisions | 143.4 | Prepared and Submitted 2025 IPCR 1st Semester Accomplishments with ratings on the scheduled deadline | 5 | 5 | 3 | 4.3333 | |
| | | | | | | | Sub Rating | 4.5833 |
| | | | | | | | Category Weighted Rating | 0.9167 |
| | | | | | | | FINAL AVERAGE RATING | 4.5907 |
| | | | | | | | ADJECTIVAL RATING | VS |

*A team player, ready to extend a helping hand.
Delivers a job well done.*

The above rating has been discussed with:

Name and Signature Ratee: **CHRISTIAN P. CUMPIO**

Position: **ADMINISTRATIVE AIDE IV (CLERK II)**

Date: July 02, 2025

Name and Signature of Rater: **ENGR. OFELIA M. PIDO**

Position: **CHIEF, FINANCE AND ADMIN. DIVISON**

Date: July 02, 2025

Final Rating By: **ATTY. DARWIN N. BIBAR, CESO IV**

Position: **ASSISTANT REGIONAL DIRECTOR**

Date: July 02, 2025

Note: **Reference Code** refers to the number corresponding to the Success Indicator in the DPCR of DC/CH/PM to which the IPCR success indicator contributes.

LEGEND: Q1 - Quality E2 - Efficiency T3 - Timeliness Ave4 - Average