



### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CARESSA JOVI C. REALES-AMARADO**, of the **City Treasure's 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 JANUARY to JUNE, 2020

**CARESSA JOVI C. REALES-AMARADO, CPA**  
Ratee

Approved: **GINA C. CABRAS**  
Acting City Treasurer

MFO & Performance Indicators (PI)	Program/Activities/ Projects	Tasks Assigned	Actual Accomplishment	Rating			
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>
Disbursement of Petty Cash Expenses	Petty Cash Fund	Disbursement of Petty Cash Fund and the liquidation thereof.	100%	5	5	4	4.66
Review of RCC's Revenue Collection and Deposit Reports	RCC's Revenue Collection and Deposit Reports	Check as to the correctness of each RCC's RCD Reports	100%	4	4	5	4.33
Prepare the Report for eSRE expenditures	Statement of Expenditure	Preparation of Report for eSRE expenditure	100%	5	4	5	4.66
Prepare the remittances for National Treasury	National Treasury Remittances	Preparation of remittances for the National Treasury	100%	5	5	5	5.0
Review Correctness of Checks	Check Disbursement	Review correctness of Check Disbursements	100%	5	4	4	4.33
Prepare Consolidated Report of Accountable Forms	Consolidated Report of Accountable Forms	Preparation of Consolidated Report of Accountable Forms	100%	4	4	4	4
Update the Books of remaining Accountable Forms	Books of Accountable Forms	Update the remaining Accountable Forms per respective books	100%	4	4	5	4.33

Average Rating (Total Over-all rating divided by 7)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.47
ADJECTIVAL RATING		VERY SATISFACTORY

Received by:

Calibrated by:

Recommending Approval:

Approved by:

PATRICK A. POSTRERO  
Planning Office

NOEL V. MANAGBANAG  
PMT

DEOGRACIAS E. PERNITEZ  
Administrator

JOSE CARLOS L. CARI  
City Mayor

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

1 – quality  
2 – Efficiency  
3 – Timeliness  
4 - Average