

Department of Social Welfare and Development

INDIVIDUAL PERFORMANCE CONTRACT REVIEW
FY 2023, JULY-OCTOBER 31, 2023


Name of Ratee:	JOLINA PRESKA T. VILLONES
Position:	FINANCIAL ANALYST II
Designation (if applicable):	
Office:	FINANCE MANAGEMENT DIVISION - ACCOUNTING SECTION

KEY RESULTS AREA		PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness)	RATING					REMARKS
Objective, Program, Project, Activity	Weight Allocation			Qn	Ql	T	Ave	Weighted Average (Weighted Average * Weight Allocation)	
Strategic Priorities	20%								
1. Financial Management Report SOE - Statement of Sources of Funds Utilized (SSUF) for KC-NDDDP AF (WB and GOP)	20%	Prepare SOE - Statement of Sources of Funds Utilized(FMR) for WB and GOP funds with correct Fund Source taggings, zero findings to be submitted to NPMO on or before the 10th day of the following month.	Submitted SOE-FMR with SSFU and Bank Recon to NPMO with no findings on or before the 10th day of the following month	4.0000	5.0000	5.0000	4.66667	0.93333	
Core Functions	70%								
2. Prepare database for monthly Disbursement of KC-NDDDP AF for WB and GOP Fund 102	20%	Prepare database of disbursement for WB and GOP (Fund 102) in accordance to the correct appropriations from Budget Control	Prepared monthly disbursement database for WB and GOP for Fund 102, based on the recorded journals of the Regional Bookkeeper aligned with the correct budget appropriations.	4.0000	5.0000	5.0000	4.66667	0.93333	
3. Liquidation of monthly Disbursements for KC-NDDDP (AF and PMNP) to be transmitted to COA	20%	100% monthly liquidation with zero findings on submitted Paid Disbursement Vouchers from Cash Section on or before the 20th day of the following month.	100% liquidation of Paid Disbursement Vouchers, all transmitted to COA with complete supporting documents in accordance to COA implementing guidelines	5.0000	4.0000	5.0000	4.66667	0.93333	
4. Pre-Audited Due Froms with Transmittal to COA	10%	Review correctness and completeness of documents submitted in accordance with KC FMS monitoring and audit guidelines with complete documentation and reports	Reviewed Due Froms submitted to Accounting Section with accuracy, correctness and completeness of supporting documents based on the KC FMS guidelines with Transmittal to COA	5.0000	4.0000	4.0000	4.33333	0.43333	
5. Prepare Order of Payment for the Return of Grants for Fund 102	10%	Prepare Order of Payments for the return grants in accordance to government auditing procedures and implementation	Prepare Order of Payments for the return of grants based on the accuracy, correctness and completeness of supporting documents attached	5.0000	4.0000	5.0000	4.66667	0.46667	

6. Prepare Subsidiary Ledgers for RFRs	10%	Preparation of Subsidiary Ledgers of RFRs in accordance to government auditing procedures and implementation.	Prepare Subsidiary Ledgers to be attached on the RFRs, based on the accuracy, correctness and completeness of supporting documents attached	5.0000	4.0000	5.0000	4.66667	0.46667	
Support Functions	10%								
7. Other support functions extended to the RPMO and other partners/ stakeholders	5%	100% timely executed with quality	Attend Program Review and Implementation Workshops, trainings, checkpoints, conferences, team buildings etc. and provide feedbacking to immediate supervisor.	5.0000	5.0000	5.0000	5.00000	0.25000	
8. Other tasks that may be assigned from time to time.	5%	100% timely executed with quality	Assist FAIII and immediate supervisor from designated tasks assigned.	5.0000	5.0000	5.0000	4.00000	0.20000	
	100%								
				FINAL RATING		4.61667			
				ADJECTIVAL RATING		Very Satisfactory			

Comments/Recommendations:

Prepared by:

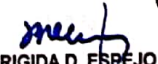

JOLINA PRESKA T. VILLONES
Financial Analyst II

Date: OCTOBER 31, 2023

Recommending Approval:

Position:

Date:


BRIGIDA D. ESPEJO
CAO – Division Chief, PMD

Approved by:

Position:

Date:


CLARITO T. LOGRONIO
Director III / ARDA