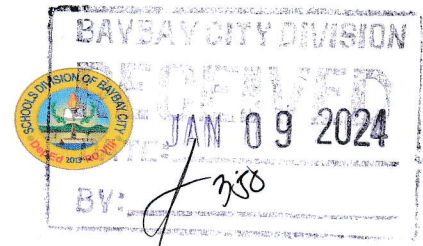




Republic of the Philippines  
Department of Education  
Regional Office VIII (Eastern Visayas)  
BAYBAY CITY DIVISION  
BAYBAY NATIONAL HIGH SCHOOL  
Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)  
CY - 2023

Name of Ratee: **ED REIGH D. APILAR**  
Position: Disbursing Officer II  
Rating Period: January to December 2023

Name of Rater: **GERRY L. TORILLO**  
Position : Principal IV  
Date Reviewed :

MFO's	KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				RATING	SCORE
					Q	E	T	AVE		
KRA 1 : CASH COLLECTION				20%						
	1.1	Cash and Check collected and Receipt Issued	Year Round	10%	4	5	5		4.67	0.467
	1.2	Cash books and balances and reconciliation of cash count for reporting of cash in bank maintained	Year Round	10%	4	5	5		4.67	0.467
KRA 2 : CASH/CHECK DISBURSEMENT, PAYMENT AND REMITTANCES				55%						
	2.1	Prepared, reviewed and finalized Advice of Checks Issued and Cancelled (ACIC) for transaction to authorized depository bank	Daily (As needed)	10%	4	4	5		4.33	0.433
	2.2	Acceptance of official receipts for payments made through Checks and LDDAP-ADA	Monthly	8%	4	4	5		4.33	0.347
	2.3	Recorded payment made through Check	Monthly	7%	4	5	5		4.67	0.327
	2.4	Prepared Advice of Check Issued and Cancelled for payment through Check	Monthly	10%	4	5	5		4.67	0.467
	2.5	Prepared Advice of Check Issued and Cancelled of Obligations paid through LDDAP-ADA	Monthly	10%	5	4	5		4.67	0.467
	2.6	Remitted mandatory contributions to PhilHealth, GSIS and HDMF	Monthly	10%	5	4	5		4.67	0.467
KRA 3 : LIQUIDATION AND REPORTING				20%						
	3.1	Prepared liquidation report on replenished Petty Cash Fund	Monthly	10%	4	4	4		4.00	0.400
	3.2	Prepared monthly reports of RCI, RADAI, MRD and RAAF	Monthly	10%	4	5	5		4.67	0.467
KRA 4 : OTHER TASKS / ASSIGNMENTS				5%						
	4.1	Attended flag ceremonies, seminars, meetings and other school activities	Year Round	5%	4	5	4		4.33	0.217
TOTAL				100%		Numerical Rating:			4.523	
						Adjectival Rating :			O	

Prepared by:

**ED REIGH D. APILAR**  
Disbursing Officer II  
Ratee

**GERRY L. TORILLO**  
Principal IV  
Rater

Approved:

**JOSEPHUS ANTHONY T. DUEÑAS**  
Administrative Officer V  
Approving Authority

