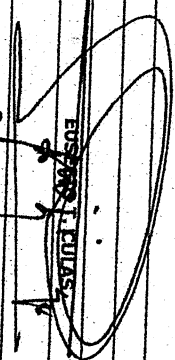


**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORM**

DPWH SPMS Form No. 1

1. MARLINO G. PALERMO, Bookbinder I, of Leyte 5th DDO, 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, 2021.

Approved by:		Position:		Date Prepared:	
Signature:		Office:	District Engineer Leyte 5th DDO, Baybay City		
Name:	EUSEBIO L. JUAREZ				Signature of Ratee 1 - 11 - 21

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating				Average	Remarks
			TO BE FILLED DURING EVALUATION					
			Q	E	T			
TO BE FILLED OF THE SEMESTRAL RATING PERIOD								
<b>Recording of Receipt of Allotment</b>								
	130% Encoded in eBudget the details of the allotment received in 30 minutes, with no error	130% Encoded in eBudget the details of the allotment received in 30 minutes, with no error	5	5	5		5	
	130% File the approved SARO/ SR for reference in 10 minutes, with no fail	130% File the approved SARO/ SR for reference in 20 minutes, with no fail	5	5	4		4.67	
<b>Set-up of Beginning Balance for Extended Allotment for Locally Funded Projects, MOOE</b>								
	130% Assisted the Budget Officer in preparing matrix for MOOE and CO with details of PAP, Object Code, Responsibility Center, balance of allotment as December 31 in 4 hours, with no error.	130% Assisted the Budget Officer in preparing matrix for MOOE and CO with details of PAP, Object Code, Responsibility Center, balance of allotment as December 31 in 5 hours, with no error.	5	5	4		4.67	
	130% Entered data in the e-Budget System for the set-up of the beginning balances (MOOE and CO) in 2 hours, with no error	130% Entered data in the e-Budget System for the set-up of the beginning balances (MOOE and CO) in 2 hours, with no error	5	5	5		5	
<b>Issuance of Obligation Request and Status (ORS)</b>								
	130% Received/Recorded in the logbook the receipt of Memorandum for issuance of ORS with approved Payroll/ Contract/ Purchase Order and its supporting documents, assigns Memo Request Number, then forwards to Budget Unit	125% Received/Recorded in the logbook the receipt of Memorandum for issuance of ORS with approved Payroll/ Contract/ Purchase Order and its supporting documents, assigns Memo Request Number, then forwards to Budget Unit.	5	4	5		4.67	
Requested for the issuance of ORS should be signed and recommended by the office concerned in 10 minutes, with no fail								

**FUND UTILIZATION AND CONTROL**

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating				Average	Remarks
			TO BE FILLED DURING EVALUATION					
TO BE FILLED OF THE SEMESTRAL RATING PERIOD								
FUND UTILIZATION AND CONTROL	130% Prepared ORS and when saved, the system automatically assigns ORS Number in 30 minutes, with no error	130% Prepared ORS and when saved, the system automatically assigns ORS Number in 40 minutes, with no error	5	5	4	4.67		
	130% The Support Staff records in the logbook/ releases the ORS together with supporting documents to the concerned section for signature of Box A of ORS, which states:  *Charges to appropriation/ allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal	125% The Support Staff records in the logbook/ releases the ORS together with supporting documents to the concerned section for signature of Box A of ORS, which states:  *Charges to appropriation/ allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal	5	4	5	4.67		
	After signed Box A of ORS, return the signed ORS to Finance Section in 10 minutes, with no fail.	After signed Box A of ORS, return the signed ORS to Finance Section in 10 minutes, with no fail.						
	130% Records in the logbook/ releases one (1) copy of signed ORS together with the Payroll/ Contract/ Purchase Order and its supporting documents to the concerned section for preparation of DV.	125% Records in the logbook/ releases one (1) copy of signed ORS together with the Payroll/ Contract/ Purchase Order and its supporting documents to the concerned section for preparation of DV.	5	4	5	4.67		
	One (1) copy of signed ORS will be filed by the Budget Unit for reference in 30 minutes, with no fail.	One (1) copy of signed ORS will be filed by the Budget Unit for reference in 30 minutes, with no fail.						
FINANCIAL REPORTING	130% Assisted the Budget Officer in monitoring the balance of allotment in eBudget per fund, legal basis, allotment number, PPA code, responsibility center and object of expenditures in 30 minutes, with no fail	130% Assisted the Budget Officer in monitoring the balance of allotment in eBudget per fund, legal basis, allotment number, PPA code, responsibility center and object of expenditures in 40 minutes, with no fail	5	5	4	4.67		
	Monthly Statement of Allotment Obligation and Balances and Other Financial							
	130% Prepared Monthly Statement of Allotment Obligation and Balances based on eBudget data in the 3th of the month, with no error.	130% Prepared Monthly Statement of Allotment Obligation and Balances based on eBudget data in the 3th of the month, with no error.	5	5	5	5		

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating				Average	Remarks
			TO BE FILLED DURING EVALUATION					
			Q	E	T			
TO BE FILLED OF THE SEMESTRAL RATING PERIOD								
Preparation of Quarterly Budget and Financial Accountability Reports (BFARs)-								
	130% Prepared format of BFAR based on JC No. 2014-1 July 2, 2014 in excel file in the 15th day of the following month, with no error.	125% Prepared format of BFAR based on JC No. 2014-1 July 2, 2014 in excel file in the 15th day of the following month, with no error.	5	4	5		4.67	
	130% Extracted data for Allotments and Obligations from the e-Budget System and post data for allotment and obligation to the excel file format in the 15th day of the following month, with no error.	125% Extracted data for Allotments and Obligations from the e-Budget System and post data for allotment and obligation to the excel file format in the 15th day of the following month, with no error.	5	4	5		4.67	
	130% Extracted SAA listing then sorts SAA by legal basis allotment class, PAP, Object codes in the 15th day of the following month, with no error.	125% Extracted SAA listing then sorts SAA by legal basis allotment class, PAP, Object codes in the 15th day of the following month, with no error.	5	4	5		4.67	
FINANCIAL REPORTING	130% Posts sorted SAA to excel file of BFARs in the 15th day of the following month, with no error. • FAR No. 1 • FAR No. 1-B	130% Posts sorted SAA to excel file of BFARs in the 15th day of the following month, with no error • FAR No. 1 • FAR No. 1-B	5	5	5		5	
	130% Checked data for negative balances, any incorrect legal basis, funding source, object codes, responsibility center, system errors, unreconciled allotment and SAA in the 15th day of the following month, with no error.	130% Checked data for negative balances, any incorrect legal basis, funding source, object codes, responsibility center, system errors, unreconciled allotment and SAA in the 15th day of the following month, with no error.	5	5	5		5	
	130% Printed the BFARs in the 15th day of the following month, with no error	130% Printed the BFARs in the 15th day of the following month, with no error	5	5	5		5	
	130% Book binded the Reports in the 15th day of the following month, with no error	130% Book binded the Reports in the 15th day of the following month,, with no error	5	5	5		5	
	130% Submitted Approved Reports with transmittal Letter to the DBM and COA in the 15th day of the following month, with no fail	130% Submitted Approved Reports with transmittal Letter to the DBM and COA in the 15th day of the following month, with no fail	5	5	5		5	

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			TO BE FILLED DURING EVALUATION				
			Q	E	T		
TO BE FILLED OF THE SEMESTRAL RATING PERIOD							
<b>Issuance of Certificate of Availability of Funds (CAF)</b>							
	130% Assisted the Accountant II in Preparing CAF (2 original copy – 1 copy to be attached to the contract and 1 copy for the Accounting Section), based on the approved ORS in 2 hours, with no error	125% Assisted the Accountant II in Preparing CAF (2 original copy – 1 copy to be attached to the contract and 1 copy for the Accounting Section), based on the approved ORS in 2 hours, with no error	5	4	5	4.67	
<b>LDDAP-ADA and Payment of Accounts Payable (External and Internal Creditor)</b>							
	130% Assisted the Accountant II in Checking availability of NCA. Indicates NCA reference in the DV in 30 minutes, with no error Posts and updates balance of NCA.	125% Assisted the Accountant II in Checking availability of NCA. Indicates NCA reference in the DV in 30 minutes, with no error Posts and updates balance of NCA.	5	4	5	4.67	
	130% Assisted the Accountant II in Preparing and affixes initial in the LDDAP-ADA based on the approved DV per form provided by the DBM on a first-come-first-serve basis, in 1 day, with no error	130% Assisted the Accountant II in Preparing and affixes initial in the LDDAP-ADA based on the approved DV per form provided by the DBM on a first-come-first-serve basis, in 1 day, with no error	5	5	5	5	
	1. LDDAP-ADA has one (1) series per month per Funding Source; 2. If the bank account maintained by the creditor/ payee is other than the Agency's MDS-GSB, separate LDDAP-ADA will be prepared for the creditor/ payee.	1. LDDAP-ADA has one (1) series per month per Funding Source; 2. If the bank account maintained by the creditor/ payee is other than the Agency's MDS-GSB, separate LDDAP-ADA will be prepared for the creditor/ payee.	5	5	5	5	
	130% Assisted the Accountant II in Preparing and affixed initial in the SLIE, which has one series per year per Funding Source in 1 day, with no error	130% Assisted the Accountant II in Preparing and affixed initial in the SLIE, which has one series per year per Funding Source in 1 day, with no error	5	5	5	5	
<b>Bank Reconciliation for all Funds/ Accounts</b>							
	130% Assisted the Accountant II to Ensures that all cash receipts and disbursements are recorded/ accounted for in the Books in 1 hour, with no fail.	125% Assisted the Accountant II to Ensures that all cash receipts and disbursements are recorded/ accounted for in the Books in 1 hour, with no fail.	5	4	5	4.67	

**FINANCIAL REPORTING**

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED DURING EVALUATION							
FINANCIAL REPORTING	130% Assisted the Accountant II in Comparing the Subsidiary Ledger with that of the Bank Statement, RCI, LDDAP-ADA and NCA/NTA in 1 day, with no fail.	130% Assisted the Accountant II in Comparing the Subsidiary Ledger with that of the Bank Statement, RCI, LDDAP-ADA and NCA/NTA in 1 day, with no fail.	5	5	5	5	
	130% Assisted the Accountant II in Preparing JEV in e-NGAS for any reconciling item to reflect the correct cash balance in the Books in 30 minutes, with no error.	130% Assisted the Accountant II in Preparing JEV in e-NGAS for any reconciling item to reflect the correct cash balance in the Books in 40 minutes, with no error.	5	5	4	4.17	
	<b>Purchase Order</b>						
	130% Indicated the ORS details in the face of the PO/APR and prepares CAF for PO/APR with non-consumable item in 30 minutes, with no fail.	125% Indicated the ORS details in the face of the PO/APR and prepares CAF for PO/APR with non-consumable item in 30 minutes, with no fail.	5	4	5	5	
FUND UTILIZATION AND CONTROL	130% Recorded release of PO/APR and CAF to the concerned section in 10 minutes, with no fail.	130% Recorded release of PO/APR and CAF to the concerned section in 10 minutes, with no fail.	5	5	4	4.17	
	<p><i>Note: Use additional sheets if necessary.</i></p> <p style="text-align: right;">Total Rating <b>21.67</b> Final Average Rating <b>4.80</b></p>						
<p>Rater comments and recommendation for development purposes or rewards/promotion. (Note: Use additional sheets if necessary)</p>							
<p>The above rating has been discussed with:</p>							
Name and Signature of Rater:		Name and Signature of Initial Rater:		Name and Signature of Final Rater			
Position:		Position:		Position:			
Date:		Date:		Date:			
MARITO G. PALERMO Bookbinder I 1 - 11 - 21		ELDA G. MODONA Administrative Officer IV		WENYLOU R. AGUNA Accountant III			

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORM**

DPWH SPMS Form No. 1

I, **MARLITO G. PALERMO**, Bookbinder I, of Leyte 5th DEO, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2021.

Approved by:

Signature:

Name:

Position:

Office:

**District Engineer**

**Leyte 5th DEO, Baybay City**

Date Prepared:

Signature of Ratee

**07-01-2021**

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED OF THE SEMESTRAL RATING PERIOD							
Recording of Receipt of Allotment							
	100% Encoded in eBudget the details of the allotment received in 30 minutes, with no error	90% Encoded in eBudget the details of the allotment received in 30 minutes, with no error	5	4	5	4.67	
	100% File the approved SARO/ SR for reference in 10 minutes, with no fail	100% File the approved SARO/ SR for reference in 20 minutes, with no fail	5	5	4	4.67	
	Set-up of Beginning Balance for Extended Allotment for Locally Funded Projects, MOOE						
FUND UTILIZATION AND CONTROL	100% Assisted the Budget Officer in preparing matrix for MOOE and CO with details of PAP, Object Code, Responsibility Center, balance of allotment as December 31 in 4 hours, with no error.	100% Assisted the Budget Officer in preparing matrix for MOOE and CO with details of PAP, Object Code, Responsibility Center, balance of allotment as December 31 in 5 hours, with no error.	5	5	4	4.67	
	100% Entered data in the e-Budget System for the set-up of the Beginning balances (MOOE and CO) in 2 hours, with no error	90% Entered data in the e-Budget System for the set-up of the beginning balances (MOOE and CO) in 2 hours, with no error	5	4	5	4.67	
	Issuance of Obligation Request and Status (ORS)						
	100% Received/Recorded in the logbook the receipt of Memorandum for issuance of ORS with approved Payroll/ Contract/ Purchase Order and its supporting documents, assigns Memo Request Number, then forwards to Budget Unit	90% Received/Recorded in the logbook the receipt of Memorandum for issuance of ORS with approved Payroll/ Contract/ Purchase Order and its supporting documents, assigns Memo Request Number, then forwards to Budget Unit.	5	4	5	4.67	
	Requested for the issuance of ORS should be signed and recommended by the office concerned in 10 minutes, with no fail	Requested for the issuance of ORS should be signed and recommended by the office concerned in 10 minutes, with no fail	5	4	5	4.67	

**FUND UTILIZATION AND CONTROL**

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			TO BE FILLED DURING EVALUATION				
			Q	E	T		
FUND UTILIZATION AND CONTROL	100% Prepared ORS and when saved, the system automatically assigns ORS Number in 30 minutes, with no error	100% Prepared ORS and when saved, the system automatically assigns ORS Number in 40 minutes, with no error	5	5	4	4.67	
	100% The Support Staff records in the logbook/ releases the ORS together with supporting documents to the concerned section for signature of Box A of ORS, which states:  *Charges to appropriation/ allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal	100% The Support Staff records in the logbook/ releases the ORS together with supporting documents to the concerned section for signature of Box A of ORS, which states:  *Charges to appropriation/ allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal	5	5	5	5	
	After signed Box A of ORS, return the signed ORS to Finance Section in 10 minutes, with no fail.	After signed Box A of ORS, return the signed ORS to Finance Section in 10 minutes, with no fail.					
	100% Records in the logbook/ releases one (1) copy of signed ORS together with the Payroll/ Contract/ Purchase Order and its supporting documents to the concerned section for preparation of DV.  One (1) copy of signed ORS will be filed by the Budget Unit for reference in 30 minutes, with no fail.	90% Records in the logbook/ releases one (1) copy of signed ORS together with the Payroll/ Contract/ Purchase Order and its supporting documents to the concerned section for preparation of DV.  One (1) copy of signed ORS will be filed by the Budget Unit for reference in 30 minutes, with no fail.	5	4	5	4.67	
	100% Assisted the Budget Officer in monitoring the balance of allotment in eBudget per fund, legal basis, allotment number, PPA code, responsibility center and object of expenditures in 30 minutes, with no fail	100% Assisted the Budget Officer in monitoring the balance of allotment in eBudget per fund, legal basis, allotment number, PPA code, responsibility center and object of expenditures in 40 minutes, with no fail	5	5	4	4.67	
FINANCIAL REPORTING	Monthly Statement of Allotment Obligation and Balances and Other Financial						
	100% Prepared Monthly Statement of Allotment Obligation and Balances based on eBudget data in the 3th of the month, with no error.	100% Prepared Monthly Statement of Allotment Obligation and Balances based on eBudget data in the 3th of the month, with no error.	5	5	5	5	



Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating				Average	Remarks
			TO BE FILLED DURING EVALUATION					
			Q	E	T			
TO BE FILLED OF THE SEMESTRAL RATING PERIOD								
FINANCIAL REPORTING	Preparation of Quarterly Budget and Financial Accountability Reports (BFARs)-							
	100% Prepared format of BFAR based on JC No. 2014-1 July 2, 2014 in excel file in the 15th day of the following month, with no error.	90% Prepared format of BFAR based on JC No. 2014-1 July 2, 2014 in excel file in the 15th day of the following month, with no error.	5	4	5		4.67	
	100% Extracted data for Allotments and Obligations from the e-Budget System and post data for allotment and obligation to the excel file format in the 15th day of the following month, with no error.	100% Extracted data for Allotments and Obligations from the e-Budget System and post data for allotment and obligation to the excel file format in the 15th day of the following month, with no error.	5	5	5		5	
	100% Extracted SAA listing then sorts SAA by legal basis allotment class, PAP, Object codes in the 15th day of the following month, with no error.	90% Extracted SAA listing then sorts SAA by legal basis allotment class, PAP, Object codes in the 15th day of the following month, with no error.	5	4	5		4.67	
	100% Posts sorted SAA to excel file of BFARs in the 15th day of the following month, with no error. • FAR No. 1 • FAR No. 1-B	100% Posts sorted SAA to excel file of BFARs in the 15th day of the following month, with no error • FAR No. 1 • FAR No. 1-B	5	5	5		5	
	100% Checked data for negative balances, any incorrect legal basis, funding source, object codes, responsibility center, system errors, unreconciled allotment and SAA in the 15th day of the following month, with no error.	100% Checked data for negative balances, any incorrect legal basis, funding source, object codes, responsibility center, system errors, unreconciled allotment and SAA in the 15th day of the following month, with no error.	5	5	5		5	
	100% Printed the BFARs in the 15th day of the following month, with no error	100% Printed the BFARs in the 15th day of the following month, with no error	5	5	5		5	
	100% Book binded the Reports in the 15th day of the following month, with no error	100% Book binded the Reports in the 15th day of the following month, with no error	5	5	5		5	
	100% Submitted Approved Reports with transmittal Letter to the DBM and COA in the 15th day of the following month, with no fail	100% Submitted Approved Reports with transmittal Letter to the DBM and COA in the 15th day of the following month, with no fail	5	5	5		5	



Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED OF THE SEMESTRAL RATING PERIOD							
	<b>Issuance of Certificate of Availability of Funds (CAF)</b>						
	100% Assisted the Accountant II in Preparing CAF (2 original copy - 1 copy to be attached to the contract and 1 copy for the Accounting Section), based on the approved ORS in 2 hours, with no error	100% Assisted the Accountant II in Preparing CAF (2 original copy - 1 copy to be attached to the contract and 1 copy for the Accounting Section), based on the approved ORS in 2 hours, with no error	5	5	5	5	
	<b>LDAP-ADA and Payment of Accounts Payable (External and Internal Creditor)</b>						
	100% Assisted the Accountant II in Checking availability of NCA. Indicates NCA reference in the DV in 30 minutes, with no error Posts and updates balance of NCA.	90% Assisted the Accountant II in Checking availability of NCA. Indicates NCA reference in the DV in 30 minutes, with no error Posts and updates balance of NCA.	5	4	5	4.67	
	100% Assisted the Accountant II in Preparing and affixes initial in the LDAP-ADA based on the approved DV per form provided by the DBM on a first-come-first-serve basis, in 1 day, with no error	100% Assisted the Accountant II in Preparing and affixes initial in the LDAP-ADA based on the approved DV per form provided by the DBM on a first-come-first-serve basis, in 1 day, with no error	5				
	1. LDAP-ADA has one (1) series per month per Funding Source; 2. If the bank account maintained by the creditor/ payee is other than the Agency's MDS GSB, separate LDAP-ADA will be prepared for the creditor/ payee.	1. LDAP-ADA has one (1) series per month per Funding Source; 2. If the bank account maintained by the creditor/ payee is other than the Agency's MDS-GSB, separate LDAP-ADA will be prepared for the creditor/ payee.	5	5	5	5	
	100% Assisted the Accountant II in Preparing and affixed initial in the SLITE, which has one series per year per Funding Source in 1 day, with no error	100% Assisted the Accountant II in Preparing and affixed initial in the SLITE, which has one series per year per Funding Source in 1 day, with no error	5	5	5	5	
	<b>Bank Reconciliation for all Funds/ Accounts</b>						
	100% Assisted the Accountant II to Ensures that all cash receipts and disbursements are recorded/ accounted for in the Books in 1 hour, with no fail.	90% Assisted the Accountant II to Ensures that all cash receipts and disbursements are recorded/ accounted for in the Books in 1 hour, with no fail.	5	4	5	4.67	

# FINANCIAL REPORTING

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED DURING EVALUATION							
FINANCIAL REPORTING	100% Assisted the Accountant II in Comparing the Subsidiary Ledger with that of the Bank Statement, RCI, LDDAP-ADA and NCA/NTA in 1 day, with no fail.	100% Assisted the Accountant II in Comparing the Subsidiary Ledger with that of the Bank Statement, RCI, LDDAP-ADA and NCA/NTA in 1 day, with no fail.	5	5	5	5	
	100% Assisted the Accountant II in Preparing JEV in e-NGAS for any reconciling item to reflect the correct cash balance in the Books in 30 minutes, with no error.	100% Assisted the Accountant II in Preparing JEV in e-NGAS for any reconciling item to reflect the correct cash balance in the Books in 40 minutes, with no error.	5	5	4	4.67	
	<b>Purchase Order</b>						
	100% Indicated the ORS details in the face of the PO/APR and prepares CAF for PO/APR with non-consumable item in 30 minutes, with no fail.	90% Indicated the ORS details in the face of the PO/APR and prepares CAF for PO/APR with non-consumable item in 30 minutes, with no fail.	5	4	5	4.67	
FUND UTILIZATION AND CONTROL	100% Recorded release of PO/APR and CAF to the concerned section in 10 minutes, with no fail.	100% Recorded release of PO/APR and CAF to the concerned section in 10 minutes, with no fail.	5	5	4	4.67	
	<p><i>Note: Use Additional sheets if necessary:</i></p>						
<p><b>Final Rating</b></p>			<p><b>Final Average Rating</b></p>			<p>130.00</p> <p>4.81</p>	
<p><i>Rater comments and recommendation for development purposes or reward/promotion. (Note: Use additional sheets if necessary)</i></p>							
<p>The above rating has been discussed with:</p>							
<p><b>Name and Signature of Ratee:</b></p> <p>MARLITO G. PALERMO</p> <p>Position: Bookbinder I</p> <p>Date: 12-31-2021</p>		<p><b>Name and Signature of Initial Rater:</b></p> <p>ELDA G. MODINA</p> <p>Position: Administrative Officer IV</p> <p>Date: 12-31-2021</p>		<p><b>Name and Signature of Final Rater:</b></p> <p>WENYOL R. LAGUNA</p> <p>Position: Accountant III</p> <p>Date: 12-31-2021</p>			