

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jumari A. Baslan, of the Cashiering 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 July to September 2025.

Reviewed by:

Approved:

**JUMARI A. BASLAN**  
Admin Aide III  
Date:

**QUEEN EVERLY ATUPAN**  
Immediate Supervisor

**PROSE IVY G. YEPES**  
President

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor


Programs/Projects/Activities (PAPs)	Success Indicators		Task Assigned	Targets	Actual Accomplishments	Rating				Remarks
	(Key Performance Indicators)					Q	E	T	A	
Strategic Objectives										
SOT (admin and finance, planning)										
Intelligent and prudent financial investments on green and smart infrastructure, laboratory and research facilities.										
B. Efficient and effective utilization of government resources	Percentage of financial reports submitted by the deadline, indicating preparedness for the audit.	Submit and deliver payments to suppliers for reports and assist in preparing reports to COA	20% of financial reports submitted by the deadline, indicating preparedness for the audit.	25% of financial reports submitted before the deadline, indicating preparedness for the audit.		4	4	4.00		
	Compliance rate to the audit findings per Annual Audit Report with applicable accounting standards and regulations.	Assists in the submission of financial reports & documents to COA	40% compliance to previous year's AAR	100% compliance to previous year's AAR	4	5		4.50		
Core Functions (%)										
	Percentage of ManCom meetings attended, Staff Meetings presided/Attended and coaching and monitoring of staff conducted	Attend monthly staff meetings and present accomplishments and etc.	Attended at least 3 staff meetings within 3 months	Attended 3 staff meetings within 3 months		5	4	4.50		


	Number of administrative processes implemented in accordance with existing approved quality procedures	Perform the functions mandated and assigned by supervisor	1 administrative processes for each office implemented in accordance with existing approved quality procedures within the year	1 administrative processes for each office implemented in accordance with existing approved quality procedures within the year	5	5	4	4.67	
	Percentage of reports submitted to COA, QAC, Accounting office, ASO, ODF and other regulatory bodies within the prescribed period	Act as Messenger and assist in preparation of reports submitted to Accounting Office, COA, QAC, ASO and ODF.	80% Reports submitted to COA, QAC, Accounting office, ASO, ODF and other regulatory bodies within the prescribed period	90% Reports submitted to COA, QAC, Accounting office, ASO, ODF and other regulatory bodies within the prescribed period	5	4	4	4.33	
	Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	Assist in preparation of office monthly accomplishment report and annual reports.	3 reports submitted within the 3 months	3 reports submitted within the 3 months		5	4	4.50	
	Percentage of ISO evidences compliant with existing ASO/HRM quality procedures kept intact and readily available to Auditor	Assist and maintain the cleanliness and orderliness of the office stock room for easy access of various documents and equipment.	100 % of ISO evidences compliant with existing ASO/HRM quality procedures kept intact and readily available to Auditor	100 % of ISO evidences compliant with existing ASO/HRM quality procedures kept intact and readily available to Auditor	5	5	4	4.67	
ARTA aligned frontline services	Efficient & customer friendly frontline service	Maintain a good interpersonal relationship to effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results.	Zero percent complaint from clients served	Zero percent complaint from clients served	4	5		4.50	
Disbursement Services: Efficient payment and disbursement services and processes	Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	Delivers payment to payees, service providers, suppliers & government agencies.	200 checks; 100 entries of LDDAP and PACS	260 checks; 150 entries of LDDAP and PACS	4	5	4	4.50	



	Number of Purchase Orders paid	Deliver payments to suppliers	100 Purchase Orders paid within the prescribed time	150 Purchase Orders paid within the prescribed time	5	4	4.50	
Efficient and timely Financial reports	Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time.	Assist in the preparation of daily/monthly financial reports of all funds and submit it to accounting office and COA with complete supporting document within the prescribed time.	20 monthly reports submitted before deadline	30 monthly reports submitted before deadline	5	4	4.50	
Support Functions	Percentage of administrative services/documents acted within time frame	Facilitate clients request and needs to fully achieve the set objectives and targets of the department.	100 % administrative services and documents acted within time frame 40 (Cashiering)	50 % administrative services and documents acted within time frame 400 (Cashiering)	5	4	4.50	
	No. of linkages with external agencies maintained	Maintain a good working relationship and linkage with suppliers government agencies like BOT, DBM, Philhealth, Pag-ibig, CHED and GSIS	5 Linkages (COA, LBP, Philhealth, GSIS, HDMF)	7 Linkages (COA, LBP, Philhealth, GSIS, HDMF, Ched, Leyeco)	5	5	5.00	
	Number of Management Reports for ISO audit evidence (OTP, WFP, OTP Monitoring, etc)	Assist in preparation and filling of management reports for ISO audit evidences	5 management reports for ISO within the year	5 management reports for ISO within the year	4	4	4.00	
		Total Over-all Rating					62.17	
		Average Rating					4.44	
		Adjectival Rating					Very Satisfactory	

**RECOMMENDATIONS:**

Discussed with:  **JUMAR A. BASLAN**  
Admin Aide III  
Date: 10/14/25

Reviewed and Assessed by:  **QUEEN EVER Y. ATUPAN**  
Head Cashiering  
Date: 10/14/25

Approved by: **RYSAN C. GUINOCOR**  
Director for Administrative Services  
Date: \_\_\_\_\_

- 1 - Quality  
2 - Efficiency  
3 - Timeliness  
4 - Average