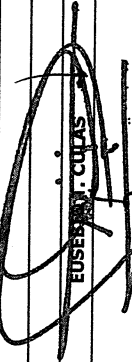
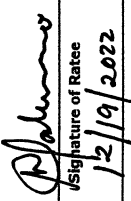


INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM

I, **MARLITO G. PALERMO**, Administrative Assistant 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 **January to June, 2023**.

Approved by:		Position:	District Engineer
Signature:		Office:	Leyte 5th DEO, Baybay City
Name:	EDSEL B. CUYAS		

Date Prepared: **12/19/2022**


Signature of Ratee

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED OF THE SEMESTRAL RATING PERIOD							
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)							
Financial Management							
Allotment	100% of copies of received SARO/SR reproduced and Summary of Allotment prepared to be disseminated to the District Engineer, Assistant District Engineer and Chief of concerned Section for their information within 10 minutes.	100% of copies of received SARO/SR reproduced and Summary of Allotment prepared to be disseminated to the District Engineer, Assistant District Engineer and Chief of concerned Section for their information within 7 minutes.	N/A	5	4	4.50	
	Allotment details of 100% of received SARO/SR encoded in eBUDGET with minor error in 15 minutes	Allotment details of 100% of received SARO/SR encoded in eBUDGET with minor error in 9 minutes	5	5	5	5.00	
	100% of received hard copy of the SARO/SR filed within 10 minutes	100% of received hard copy of the SARO/SR filed within 6 minutes	N/A	5	4	4.50	
	100% of balance of allotment as of December 31, Matrix for MOOE and CO with details of PAP, Object Code, Responsibility Center were prepared with minor error in 30 minutes.	100% of balance of allotment as of December 31, Matrix for MOOE and CO with details of PAP, Object Code, Responsibility Center were prepared with minor error in 27 minutes.	5	5	4	4.67	
Beginning Balance of Extended Allotment for Locally Funded Projects and MOOE	100% of beginning balances (MOOE and CO) Encoded set-up in eBudget System with minor error in 30 minutes.	100% of beginning balances (MOOE and CO) Encoded set-up in eBudget System with minor error in 20 minutes.	5	5	5	5.00	
	100% copy of GAA is received in 5 minutes.	100% copy of GAA is received in 4 minutes.	N/A	5	4	4.50	
Special Budget	100% of Memorandum Requests for the Issuance of ORS for Contracts, Purchase Orders, and Memorandum of Agreement (MOA) and its supporting documents received and recorded in the logbook within 10 minutes	100% of Memorandum Requests for the Issuance of ORS for Contracts, Purchase Orders, and Memorandum of Agreement (MOA) and its supporting documents received and recorded in the logbook within 3 minutes	N/A	5	5	5.00	
Obligation Request and Status (ORS)	100% of the received Contracts, Purchase Orders (POs), and Memorandum of Agreement (MOA) obligated thru preparation of the ORS in eBUDGET System with minor error in 30 minutes	100% of the received Contracts, Purchase Orders (POs), and Memorandum of Agreement (MOA) obligated thru preparation of the ORS in eBUDGET System with minor error in 21 minutes	5	5	5	5.00	
	100% of ORS recorded in logbook and released to the Assistant District Engineer for signature in Box A (Charges to appropriation/ allotment necessary, lawful and under my direct supervision; Support documents valid, proper and legal) within 10 minutes	100% of ORS recorded in logbook and released to the Assistant District Engineer for signature in Box A (Charges to appropriation/ allotment necessary, lawful and under my direct supervision; Support documents valid, proper and legal) within 5 minutes	N/A	5	4	4.50	

Output	Success Indicator (Targets + Measures) TO BE FILLED OF THE SEMESTRAL RATING PERIOD	Actual Accomplishment	Rating TO BE FILLED DURING EVALUATION				Average	Remarks
			Q	E	T			
Obligation Request and Status (ORS)	100% of one (1) copy together with the Payroll/Contract/Purchase Order to the concerned section and one (1) copy for filing in the Budget Unit for reference released within 10 minutes	100% of one (1) copy together with the Payroll/Contract/Purchase Order to the concerned section and one (1) copy for filing in the Budget Unit for reference released within 4 minutes	N/A	5	5		5.00	
	100% of eBudget data are prepared for monthly Statement of Allotment, Obligation and Balances with minor error in 4 hours	100% of eBudget data are prepared for monthly Statement of Allotment, Obligation and Balances with minor error in 2 hours	5	5	5		5.00	
Quarterly Budget and Financial Accountability Reports	100% format for BFARs are prepared with minor error in 30 minutes.	100% format for BFARs are prepared with minor error in 28 minutes.	5	5	5		5.00	
	100% data for allotments and obligations are extracted and posted to excel file format; SAAs are sorted by legal basis allotment class, implementing office, PAP, object codes and posted to the excel file format of BFARs with minor error in 1 day.	100% data for allotments and obligations are extracted and posted to excel file format; SAAs are sorted by legal basis allotment class, implementing office, PAP, object codes and posted to the excel file format of BFARs with minor error in 15 hours.	5	5	4		4.67	
EAO Utilization	100% of BFARs printed with minor error in 30 minutes.	100% of BFARs printed with minor error in 21 minutes.	5	5	5		5.00	
	100% of Statement prepared based on eBudget data of EAO Utilization report with minor error in 2 hours.	100% of Statement prepared based on eBudget data of EAO Utilization report with minor error in 40 minutes.	5	5	4		4.67	
Budget Execution Document (BEDs)	100% of approved BEDs are submitted to Regional Office within 10 minutes.	100% of approved BEDs are submitted to Regional Office within 4 minutes.	N/A	5	5		5.00	
	100% of CAF is prepared (2 original copy – 1 copy to be attached to the contract and 1 copy for the Accounting Section) based on the approved ORS and affixed initial with minor error in 30 minutes.	100% of CAF is prepared (2 original copy – 1 copy to be attached to the contract and 1 copy for the Accounting Section) based on the approved ORS and affixed initial with minor error in 24 minutes.	5	5	5		5.00	
Disbursement Voucher	100% of the Disbursement Vouchers and its supporting documents received, assigned DV number, stamped the DV number on all the supporting documents and recorded the DV number in the logbook within 10 minutes	100% of the Disbursement Vouchers and its supporting documents received, assigned DV number, stamped the DV number on all the supporting documents and recorded the DV number in the logbook within 4 minutes	N/A	5	5		5.00	
	The validity of claims, completeness of supporting documents, & correctness of mathematical computations reflected in the DV reviewed with minor error within 40 minutes on 100% of DVs received.	The validity of claims, completeness of supporting documents, & correctness of mathematical computations reflected in the DV reviewed with minor error within 29 minutes on 100% of DVs received.	5	5	4		4.67	
	100% of reviewed claims obligated and ORS prepared with minor error for claims not covered by Contracts, Purchase Orders, and Memorandum of Agreement (MOA) within 30 minutes	100% of reviewed claims obligated and ORS prepared with minor error for claims not covered by Contracts, Purchase Orders, and Memorandum of Agreement (MOA) within 22 minutes	N/A	5	5		5.00	
	100% of the received claims recorded in the Project Cost Sheet (PCS) with minor error in 10 minutes, if such claim is for infrastructure projects	100% of the received claims recorded in the Project Cost Sheet (PCS) with minor error in 6 minutes, if such claim is for infrastructure projects	5	5	4		4.67	
	Balance of Notice of Cash Allocation (NCA) posted and updated and NCA Number assigned on the face of 100% of the received DVs with minor error in 10 minutes	Balance of Notice of Cash Allocation (NCA) posted and updated and NCA Number assigned on the face of 100% of the received DVs with minor error in 7 minutes	5	5	4		4.67	

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating			Average	Remarks
			Q	E	T		
TO BE FILLED DURING EVALUATION							
List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA)	100% of Disbursement Vouchers (DVs) checked with NCA availability within 10 minutes	100% of Disbursement Vouchers (DVs) checked with NCA availability within 2 minutes	N/A	5	5	5.00	
	LDDAP prepared based on 100% of approved DVs and its Supporting Document with minor error in 30 minutes.	LDDAP prepared based on 100% of approved DVs and its Supporting Document with minor error in 24 minutes.	5	5	5	5.00	
	100% of SLIIE is Prepared with one series per year per Funding Source and affix with initial with minor error in 30 minutes.	100% of SLIIE is Prepared with one series per year per Funding Source and affix with initial with minor error in 22 minutes.	5	5	5	5.00	
Note: Use Additional sheet/s if necessary:							
Rater comments and recommendation for development purposes or rewards/promotion. (Note: Use additional sheet/s if necessary)			Total Rating			121.00	
			Final Average Rating			4.84	
The above rating has been discussed with:							
Name and Signature of Ratee:		Name and Signature of Initial Rater:		Name and Signature of Final Rater:			
MARLITO G. PALERMO		WENYLOU B. LAGUNA		LYNDEL P. JABINES			
Position: Administrative Assistant I		Accountant III		Assistant District Engineer			
Date: 07/07/2023		Date: 07/07/2023		Date: 07/07/2023			