


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VALERIE C. VALENZONA, Administrative Officer** I commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **JANUARY 1 to JUNE 30, 2023**.


VALERIE C. VALENZONA
Ratee

Approval:

QUEEN-EVER Y. ATUPAN
Head of Unit

[illegible]

| No. | MFOs/PAPs | Success Indicators | Task Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS |
|--|--|--|--|---|---|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| ODAS STO 4: | Innovations & new Best Practices Development Services | PI. 10. Number of new systems/innovations/proposals introduced and implemented | Implement the new system to further improve disbursement services | 1 new system | 1 new system | 5 | 5 | 5 | 5.00 | |
| UMFO6: General Administrative and Support Services (GASS) | | | | | | | | | | |
| VPAF GASS 1: Administrative and Support Services Management | | | | | | | | | | |
| ODAS GASS 1: | Administrative and Support Services | PI. 17 Number of administrative services and financial/ administrative documents acted within time frame | Preparation, encoding and printing of communications and documents | 6 requests/ administrative documents | 6 requests/ administrative documents | 5 | 5 | 5 | 5.00 | |
| | | PI. 18 No. of linkages with external agencies maintained | Maintain a good working relationship and linkage with Landbank, COA and other agencies | 8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana) | 8 Linkages (COA, BOT, LBP, Philhealth, GSIS,HDMF, Palawan, Cebuana) | 5 | 5 | 5 | 5.00 | |
| | | PI.20 No. of Man Com meetings attended and staff meetings presided and counselling sessions among staff conducted | Attend monthly staff meeting | 6 staff meeting | 6 staff meeting | 5 | 5 | 5 | 5.00 | |
| | | PI.21 Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP,OTP,etc) | Consolidates, encodes and prints IPCRs with supporting documents | 4 reports | 4 reports | 5 | 5 | 4 | 4.67 | |
| ODAS GASS 4: Cashiering Services | | | | | | | | | | |
| CASH MFO1 | Administration Support Services & Management | PI1. Number of communications prepared for bank updating and other cash transactions | Preparation and printing of communications and documents requested by clients | 6 requests/ (communications to LBP for the closed accounts,etc.) | 6 requests/ (communications to LBP for the closed accounts,etc.) | 5 | 5 | 5 | 5.00 | |
| | | PI2. Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making | Preparation and submission of monthly monitoring of NCA utilization per expense accounts | 3 monitoring (for the period Jan.- Mar. 2023) | 3 monitoring | 5 | 5 | | 5.00 | |

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|--|-------------------------------|--|--|--|---|--------|----|----|------|---------|
| | | | | | | Q1 | E2 | T3 | A4 | |
| CASH MFO2 | Disbursement /Processing | PI1. Number of approved vouchers and payrolls acted within prescribed period and error free | Conduct a final review of vouchers & payrolls as to completeness of signatures and attachments | 1,500 approved payrolls and vouchers | 2,019 approved payrolls and vouchers | 5 | 5 | 5 | 5.00 | |
| | | PI2. Number of checks, LDDAP, ACIC and PAC'S issued and released within three days | Preparation, encoding and printing of checks, PACS, LDDAP and ACIC | January-March 2023: 150 checks; 100 entries of LDDAP-ADA; 1,500 entries of PACS | 287 checks; 183 entries of LDDAP-ADA; 3,261 entries of PACS | 5 | 5 | 5 | 5.00 | |
| | | PI3. Number of Purchase Orders paid | Conduct a final review of the purchase order as to completeness of signatures and attachments | 50 Purchase Orders | 102 Purchase Orders | 5 | 5 | 5 | 5.00 | |
| CASH MFO3 | Financial reports preparation | PI1. 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, error free. | Report preparation, encoding and printing of RCIC, RADAI and SLCI for Regular Agency Fund (General Fund 101) | January-March 2023 : 3 RCIC reports; 12 RADAI reports; 3 SLCI reports | 3 RCIC reports; 56 RADAI reports; 3 SLCI reports | 5 | 5 | 4 | 4.67 | |
| CASH MFO4 | Collection Services | PI1. Number of official receipts issued for collection and posted in the system. | Collect fees and issue official receipts to students and clients | 1,000 official receipts issued | 6,553 official receipts issued | 5 | 5 | 5 | 5.00 | |
| | | PI2. Number of deposits of daily collection following COA rules to be deposited intact on the following working day. | Prepare deposit slips and deposit intact daily collection the next banking day | 250 deposits | 791 deposits | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | 89.00 | Comments and Recommendations for Development Purpose: Enhance supervisory skills by attending trainings and seminars. | | | | | | |
| Average Rating | | | 4.94 | | | | | | | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved additional points (with copy of approval) | | | | | | | | | | |
| FINAL RATING | | | 4.94 | | | | | | | |
| ADJECTIVAL RATING | | | Outstanding | | | | | | | |

Evaluated and Rated by:


QUEEN EVER Y. ATUPAN

Unit Head

Date: _____

Recommending Approval:


RYSAN C. GUINOCOR

Director for Administrative Services

Date: _____

Approved by:


DANIEL LESLIE S. TAN

Vice President for Admin. & Finance

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average