

Department of Social Welfare and Development
INDIVIDUAL PERFORMANCE CONTRACT REVIEW
JULY - DECEMBER 2023

DSWD FIELD OFFICE VIII
RECEIVED

Human Resource Planning and Performance Management Section

DATE: 2-19-24 TIME: _____

By: _____

Name of Ratee:	REYMARK M. CATIVO
Position:	FINANCIAL ANALYST II
Designation (if applicable):	
Office:	KC-RPMO FINANCE

KEY RESULTS AREA		PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENTS (Quantity, Quality, Timeliness)	RATING					REMARKS
Objective, Program, Project, Activity	Weight Allocation			Qn	QI	T	Ave	Weighted Average (Weighted Average*Weight Allocation)	
Strategic Priorities									
1. Liquidation of funds utilized to Accounting/ COA, upload in google drive and filed its DV transmittal	30%	Uploaded 100% liquidation of DVs to COA with correct and complete DV transmittals and accuracy and consistency with other financial reports.	G1P2-35,033,603.04/42,086,609.84, 83% G3P1 & G4P1-41,046,142.89/73,445,162.55, 55% Transmittal to COA for all groups are uploaded to drive, April to September DVs liquidated to Accounting/COA	4	5	2	3.66667	1.10000	
Core Functions									
2. Collected, reviewed and submitted financial report with accuracy and consistency both in e-copy and hard copy	20%	100% reports submitted, accurate, correct and consistent every 10th day of the following month.	Submitted all financial reports of Group 1 Phase 2, Group 3 Phase 1, and Group 4 Phase 1	5	4	3	4.00000	0.80000	
3. Complete file of financial documentary requirements on all completed SPs with complete scanned, uploaded and tagged bank certification in Webapp	10%	100% tagged close accounts with accurate and complete supporting documents	Filed and uploaded all closing documents such as bank certification, booking of assets, and waived resolutions	5	5	5	5.00000	0.50000	
4. Maintained ecopy of financial reports database and financial performance tracker	20%	100% monthly updated with accuracy and reliability of data maintained	CGFD Maintained with accuracy G1P2, G3P1, and G4P1	5	5	3	4.33333	0.86667	
5. Documentation of proceedings on Regional/Subregional Fiduciary Workshop.	10%	100% uploaded Fiduciary Workshop documentation with detailed proceedings using the prescribed format and uploaded 5 days after the conduct of activity	Prepared and uploaded Fiduciary Workshop Documentaion	4	5	3	4.00000	0.40000	

Support Functions									
6. Other support functions needed by agency management and stakeholders/partners	5%	100% timely executed with quality	Conducted internal quality audit to DRMG and Centers, together with the IQA Team. Participated the clean-up drive held by DSWD and DENR	5	5	5	5.00000	0.25000	
7. Other tasks that may be assigned from time to time by FA III, SAO, DRPM and RPC	5%	100% timely executed with quality	Updated the grant downloads in the NCDDPAF Fund Monitoring & Overall Tracker. Utilization and liquidation in the A/F Updates assigned by SAO	5	5	5	5.00000	0.25000	
	100%								
			FINAL RATING					4.16667	
			ADJECTIVAL RATING	VERY SATISFACTORY					

Comments/Recommendations:

Prepared by:
Position:

REYMARK M. CATIVO
FINANCIAL ANALYST II

Date: _____

Recommending Approval/Approved by:
Position:

NATIVIDAD G. SEQUITO
SWO V/DC, Promotive Services Division/OIC ARDO

Date: _____

LEYTE NORMAL UNIVERSITY
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (ACCOUNTING)

I, **REYMARK M. CATIVO** of the **ACCOUNTING** Unit of Leyte Normal University commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January** to **June, 2022**.





REYMARK M. CATIVO

Ratee

Date **July 06, 2022**

REVIEWED BY:	DATE:	APPROVED BY:	DATE
LEO A. OMAMALIN	7/6/2022	EVELYN B. AGUIRRE, D.A	July 06, 2022
Immediate Supervisor		University President	

OUTPUT	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q	E	T	A	
A. CORE FUNCTIONS: (70%)							
1. Payroll preparation for the honoraria pertaining to Graduate School Overload, Proposal Hearing, Final Hearing of Thesis/Dissertation, and BAC Honorarium	Preparation of payroll for all claims a week after receipt of the supporting documents	Prepared 5 payrolls for honoraria pertaining to Graduate School Overload, 3 payrolls for Proposal and/or Final Hearing of Thesis/Dissertation, and 2 payrolls for BAC Honorarium less than a week after receipt of the supporting documents	5	5	4	4.67	
2. Maintenance of Statement of Accounts (SOA) and monitoring of the status of the Accounts Receivable of LNU House and Cafeteria	Maintenance of two (2) separate records of Statement of Accounts of LNU House and Cafeteria including monitoring and facilitating of their payments during the year 2022	Maintained two (2) separate records of Statement of Accounts of LNU House and LNU Cafeteria and facilitated payment of 5 Statement of Accounts of LNU House and 9 Statement of Accounts of LNU Cafeteria	5	5	4	4.67	
3. Recording of transactions of the Fund Cluster 06 (Business Type Income such as LNU IGP, LNU House, LNU Cafeteria and LNU Dormitory) and Fund Cluster 07 (Trust Receipts such as Trust Fund, CHED, and DOST Fund)	Preparation of Journal Entry Vouchers (JEVs) for all transactions transpired under Fund Cluster 06 and Fund Cluster 07 within a month after the end of every month.	Recorded 222 Journal Entry Vouchers for Fund Cluster 06 and 112 Journal Entry Vouchers for Fund Cluster 07 more than a month after the end of every month	5	5	4	4.67	
						3.27	
B. SUPPORT FUNCTIONS: (20%)							
1. Submission of DTRs	Submission of 6 sets of DTRs to HRMO monthly	Submitted DTRs to HRMO monthly	5	5	5	5.00	
2. Liquidation of cash advances	Not applicable	No cash advance during the period	0	0	0	0.00	
3. Attendance to training	Attendance to at least one (1) training	Attended a training on Implementing Rules and Regulations of Republic Act No. 10173 dated January 6, 2022	5	5	5	5.00	
						1.00	
C. OTHERS (10%)							
1. Attendance in school-wide activities	Attendance to the activities of the University	Attended the University-wide activities	5	3	5	4.33	
						0.43	
Total Overall Rating						4.70	
Final Average Rating						4.70	
Adjectival Rating						Outstanding	

 REYMARK M. CATIVO		I certify that I discussed my assessment of the performance with the employee.  LEO A. OMAMALIN		 EVELYN B. AGUIRRE, D.A	
	7/6/2022		7/6/2022		7/7/2022
	Employee		Immediate Supervisor		University President

LEYTE NORMAL UNIVERSITY
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (ACCOUNTING)

I, **REYMARK M. CATIVO** of the **ACCOUNTING** Unit of Leyte Normal University commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July** to **December**, 2022.

REYMARK M. CATIVO



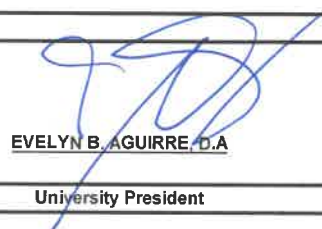
Ratee

Date January 09, 2023

REVIEWED BY:	DATE:	APPROVED BY:	DATE
LEO A. OMAMALIN	1/9/2023	EVELYN B. AGUIRRE, D.A	January 09, 2023
Immediate Supervisor		University President	

OUTPUT	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	Rating				Remarks
			Q	E	T	A	
A. CORE FUNCTIONS: (70%)							
1. Payroll preparation for the honoraria pertaining to Graduate School Overload, Proposal Hearing, Final Hearing of Thesis/Dissertation, and BAC Honorarium	Preparation of payroll for all claims a week after receipt of the supporting documents	Prepared 9 payrolls for honoraria pertaining to Graduate School Overload, 3 payrolls for Proposal and/or Final Hearing of Thesis/Dissertation, and 1 payroll for BAC Honorarium less than a week after receipt of the supporting documents	5	5	4	4.67	
2. Maintenance of Statement of Accounts (SOA) and monitoring of the status of the Accounts Receivable of LNU House and Cafeteria	Maintenance of two (2) separate records of Statement of Accounts of LNU House and Cafeteria including monitoring and facilitating of their payments during the year 2022	Maintained two (2) separate records of Statement of Accounts of LNU House and LNU Cafeteria and facilitated payment of 11 Statement of Accounts of LNU House and 24 Statement of Accounts of LNU Cafeteria	5	5	4	4.67	
3. Recording of transactions of the Fund Cluster 06 (Business Type Income such as LNU IGP, LNU House, LNU Caferia and LNU DOrmitory) and Fund Cluster 07 (Trust Receipts such as Trust Fund, CHED, and DOST Fund)	Preparation of Journal Entry Vouchers (JEVs) for all transactions transpired under Fund Cluster 06 and Fund Cluster 07 within a month after the end of every month.	Recorded 287 Journal Entry Vouchers for Fund Cluster 06 and 154 Journal Entry Vouchers for Fund Cluster 07 more than a month after the end of every month	5	5	4	4.67	
						3.27	
B. SUPPORT FUNCTIONS: (20%)							
1. Submission of DTRs	Submission of 6 sets of DTRs to HRMO monthly	Submitted DTRs to HRMO monthly	5	5	5	5.00	
2. Liquidation of cash advances	Liquidation of all cash advances within the reglementary period	Liquidated the cash advance for official travel within the reglementary period.	5	5	5	5.00	
3. Attendance to training	Attendance to at least one (1) training	Attended the Bookeepers Summit 2022 in November 7-11, 2022	5	5	5	5.00	
						1.00	
C. OTHERS (10%)							
1. Attendance in school-wide activities	Attendance to the he activities of the University	Attended the University-wide activities	5	5	5	5.00	
						0.50	
Total Overall Rating						4.77	
Final Average Rating						4.77	
Adjectival Rating						Outstanding	

Comments and Recommendations for Development Purposes

 REYMARK M. CATIVO Employee	1/9/2023	I certify that I discussed my assessment of the performance with the employee.  LEO A. OMAMALIN Immediate Supervisor	1/9/2023	 EVELYN B. AGUIRRE, D.A University President	1/9/2023
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