

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Meralyn Robledo Lebane of the Internal Audit Services 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 of July to December 2019

MERALYN ROBLEDLO LEBANTE

Ratee

Approved:

GRACE TRIPOLI

Head of Unit

MFO and Performance Indicators (IP)	Program/Activities/Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Major Final Output	Frontline Services	Efficient and customer friendly	0% complaint	0% complaint	4	4	4	4.00	
Valid, accurate, authorized, and complete disbursement transactions	Confirms accuracy, authorization, completeness and validity of vouchers	Check vouchers and supporting documents and assign internal audit control number.	100% accurate	100% accurate	4	4	4	4.00	
Complete pre-audited transaction records	Monitors procurement, infrastructure, salary and wages payment, fuel and gasoline consumption, etc. of the government	Keeps records of all disbursement transactions	100% complete	100% complete	4	4	4	4.00	
Management and Operations Audit Report	Conducts audit on offices	Assist in preparation of audit reports on findings and observations of each offices	100% efficient	100% effective	3	4	4	3.67	
Total Over-all Rating					15	16	16	15.67	Very Satisfactory

Average Rating (Total Over-all rating divided by 4)

3.92

Additional Points:

Punctuality

0

Approved Additional points (with copy approval)

FINAL RATING

3.92

ADJECTIVE RATING

Very Satisfactory

Received by:

Calibrated by:

Recommending Approval

Approved by:

PATRICIA POSTRERO

Planning Officer

Date:

NOEL M. MANABANAG

City Civil Registrar Officer

Date:

DEOGRACIA PERINTEZ

City Administrator

Date:

JOSE CARLOS L. CARI

City Mayor

Date:

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