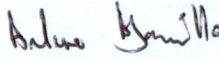
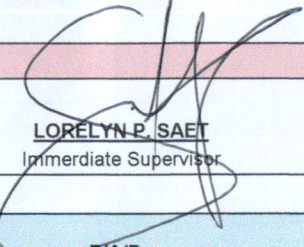
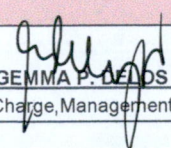


# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, Arlene A. Jamilla, of the Finance Section, DENR-PENRO Boac, Marinduque, 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 December 2021.

  
**ARLENE A. JAMILLA**  
 Administrative Assistant II  
 (Ratee)  
 Date: April 5, 2021

Reviewed by	Date	Approved by	Date	
 <b>LORELYN P. SAET</b> Immediate Supervisor	April 5, 2021	 <b>GEMMA P. DE LOS REYES</b> Officer In-Charge, Management Services Division	April 5, 2021	
P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating Q <sup>1</sup> E <sup>2</sup> T <sup>3</sup> A <sup>4</sup>	Remarks
<b>GENERAL ADMINISTRATION AND SUPPORT</b>				
<b>Sustained compliance with COA Audit Findings</b>	30% of Prior Year's audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Years recommendations (Part III) by September 30, 2021 with report submitted to Regional Office			<b>Scope of Coverage:</b> Jan - Dec. 2021 <b>MOVs:</b> submitted thru email to the Regional Office and Resident Auditor <b>Dimensions to Measure:</b> Quality & Timeliness
	50% of current year's audit observations and recommendations fully implemented as shown in CAAR Observation and Recommendations (Part II) on prescribed date with report submitted to Regional Office			<b>Scope of Coverage:</b> Jan - Dec. 2021 <b>MOVs:</b> submitted thru email to the Regional Office and Resident Auditor <b>Dimensions to Measure:</b> Quality & Timeliness
<b>Monthly Accomplishment Report Finance</b>				
a. Disbursement	Reviewed & Processed 1200 Disbursement Vouchers/Payroll within 15 minutes per Voucher with 100% accuracy.			<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Record Book <b>Dimensions to Measure:</b> Quality & Timeliness
b. Bookkeeping	Reviewed Report of Collection submitted by Cashiering Section to be submitted to the resident Auditor on or before 10th day of the following month and prepared 12 Journal Entry Voucher with one Journal Entry voucher per month every 8th of the following month for review and approved by the Accountant with 100% accuracy.			<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Record Book <b>Dimensions to Measure:</b> Quality & Timeliness
	Posted 192 Journal Entry Voucher's to General Ledger within 2 hours on or before 9th of the following month 100% accuracy			<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Record Book <b>Dimensions to Measure:</b> Quality & Timeliness
c. Remittances	06 BIR Remittances prepared within 12 hours with 1 Remittances per month on or before 8th day of the following month to be signed by the Accountant and PENR Officer with 100% accuracy			<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Record Book <b>Dimensions to Measure:</b> Quality & Timeliness
d. Financial Reports	06 Trial Balance prepared within 2 hours per Trial Balance on or before 8th day of the following month for review and signing by the Accountant with 100% accuracy			<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> submitted thru email to the Regional Office and Resident Auditor <b>Dimensions to Measure:</b> Quality & Timeliness



P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	02 Quarterly Financial Statements prepared within 12 hours per Set of Financial Statements on or before 8th day of the succeeding quarter for review and signing by the Accountant with 100% accuracy						Scope of Coverage: CY 2021 MOVs: submitted thru email to the Regional Office and Resident Auditor Dimensions to Measure: Quality & Timeliness
e. Other Duties/Activities	1. 12 GSIS Subsidiary Ledgers maintained within one (1) day per Subsidiar Ledger every month with 100% accuracy						Scope of Coverage: CY 2021 MOVs: Record Book Dimensions to Measure: Quality & Timeliness
	2. 12 BIR Subsidiary Ledgers Maintained with one (1) day per Subsidiary Ledger every month with 100% accuracy						Scope of Coverage: CY 2021 MOVs: Record Book Dimensions to Measure: Quality & Timeliness
	3. 36 Philhealth, Pag-ibig & Other Payables Subsidiar Ledgers maintained within one (1) day per Subsidiary Ledger every month with 100% accuracy						Scope of Coverage: CY 2021 MOVs: Record Book Dimensions to Measure: Quality & Timeliness
Implementation of Good Governance Condition	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on February 28, 2021						Scope of Coverage: CY 2021 MOVs: CSC Memorandum 40-1998 Dimensions to Measure: Quality & Timeliness
	100% IPCR Commitment based on the approved DPCR submitted to PENRO Personnel Unit by end of April 2021						Scope of Coverage: CY 2021 MOVs: receiving copy of IPCR submitted to Administrative Section Dimensions to Measure: Quality & Timeliness
	100% of documents acted upon - simple documents - 7 working days upon receipt of office - complex documents - 15 working days upon receipt of office						
	100% of meetings/workshops/conferences with reports submitted - local (inter-agency) - 7 days after attendance - foreign meetings/ workshops/ conferences - 30 days after attendance						
Final Average Rating:							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Rating		Date	
		I certify that I discussed my assessment of the performance with the employee.					
<u>ARLENE A. JAMILLA</u> Administrative Assistant II		<u>GEMMA P. DELOS REYES</u> Officer In-Charge, Management Services Division		<u>IMELDA M. DIAZ</u> OIC, PENR Officer			

Legend : 1 - Quantity    2 - Efficiency    3 - Timeliness    4 - Average

Note:

\*\*\* Qualifying Indicators

\*\* Ranking Indicators

\* Other Indicators (Tie Breaker)