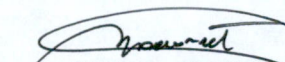


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Ericka L. Macunat, 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.


ERICKA L. MACUNAT
 Administrative Aide VI
 (Ratee)
 Date: April 5, 2021

Reviewed by	Date	Approved by	Date				
<div>LORELYN P. SAET</div> <div>Accountant III</div>	April 5, 2021	<div>GEMMA P. DELOS REYES</div> <div>Officer-In-Charge, Management Services Division</div>	April 5, 2021				
P/A/PS	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
GENERAL ADMINISTRATION AND SUPPORT							
Submission of Budget and Financial Accountability Reports(BFARs)	Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 Guidelines Budget and Financial Accountability Reports (BFARs) submitted to COA:						Scope of Coverage: Jan. - Dec. 2021 MOVs: submitted thru email to the Regional Office and Resident Auditor Dimensions to Measure: Quality & Timeliness
	- Prepared FAR No. 1 (SAAODB) submitted every 10th day of the succeeding quarter						
	- Prepared FAR No. 1-A (SAAODBOE) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter						
	- Encoding FAR No. 4 Monthly Report of Disbursement (MRD) at DBM website on or before 3rd day of the succeeding month						
	- Encoding FAR No. 5 Quarterly Report of Revenue and Other Receipt at DBM website on or before 10th day of the succeeding quarter						
	- Encoding FAR No. 3-Ageing of Due & Demandable at DBM website on or before 10th day of the succeeding year.						
Monthly Accomplishment Report Finance							
c. Remittances	Prepared 780 Subsidiary Ledger on or before 10th of the following month with 100% accuracy.						Scope of Coverage: CY 2021 MOVs: Copy of Subsidiary Ledger Dimensions to Measure: Quality & Timeliness
	Printed and assisted the PENRO Accountant in preparation of 12 BIR Remittances on or before 10th day of the succeeding month with 100% accuracy.						Scope of Coverage: CY 2021 MOVs: Copy of BIR Remittances Dimensions to Measure: Quality & Timeliness
d. Financial Report	Prepared and submitted 12 Financial Monitoring Reports to the Regional Office every 5th day of the ensuing month with 100% accuracy.						Scope of Coverage: CY 2021 MOVs: Copy of BIR Remittances Dimensions to Measure: Quality & Timeliness
	Prepared and submitted Physical and Financial Performance report to the Planning Section every 25th day of the month.						Scope of Coverage: CY 2021 MOVs: Copy of Physical and Financial Performance Report Dimensions to Measure:
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: 2020 SALN 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

P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
	100% of documents acted upon - simple documents - 7 working days upon receipt of office - complex documents - 15 working days upon receipt of office						
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>ERICKA L. MACUNAT</u> Administrative Aide VI		<u>GEMMA P. DELOS REYES</u> Officer-In-Charge, Management Services Division		<u>IMELDA M. DIAZ</u> OIC, PENR Officer			

Note:
*** Qualifying Indicators
** Ranking Indicators
* Other Indicators (Tie Breaker)