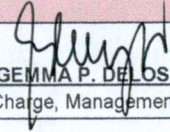


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Lorelyn P. Saet, 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.

LORELYN P. SAET
Accountant III
(Ratee)
Date: April 5, 2021

Approved by					Date			
 GEMMA P. DELOS REYES Officer-In-Charge, Management Services Division					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 Required Financial Statements per Section 41 of PD No. 1445	100% Reviewed & signed of Financial Statements per section 41 of PD No. 1445 submitted to Resident Auditor on the 10th day of the succeeding month.						Scope of Coverage: Jan. - Dec. 2021 MOVs: submitted thru email to the Regional Office and Resident Auditor Dimensions to Measure: Quality & Timeliness	
	100% Reviewed & signed of Financial Statements per section 41 of PD No. 1445 submitted to Regional Office on the 10th day of the succeeding quarter							
Submission of Budget and Financial Accountability Reports (BFARs)	Reviewed and Signed Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 Guidelines Prescribing the Use of Modified Formats of the 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	
	- FAR No. 1 (SAAODB) submitted every 10th day of the succeeding quarter							
	- FAR No.1-A (SAAODBOE) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter							
	- FAR No.1-B (LASA) Quarterly Report of Obligation submitted every 10th day of the succeeding quarter							
	- FAR No.1-C (SODLB) submitted every 10th day of the succeeding quarter							
	- FAR No. 3-Ageing of Due & Demandable submitted on or before 10th day of the succeeding year.							
	- FAR No. 4 Monthly Report of Disbursement (MRD) submitted every 3rd day of the succeeding month							
	- FAR No. 5 Quarterly Report of Revenue and Other Receipt submitted every 10th day of the succeeding quarter							
Sustained compliance with COA Audit Findings	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						Scope of Coverage: 2020 CAAR based on the date of issuance by COA MOVs: Agency Action Plan Status of Implementation (AAPS) submitted to RO-FD Dimensions to Measure: Quantity & 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							
Monthly Accomplishment Report Finance								
a. Disbursement	Reviewed & Approved 1200 Disbursement Vouchers/Payroll within 15 minutes per Voucher with 100% accuracy.						Scope of Coverage: CY 2021 MOVs: Record Book Dimensions to Measure: Quantity, Quality & Timeliness	

P/A/Ps	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
b. Bookkeeping	Reviewed and approved 192 Journal Entry Voucher's within 15 minutes per Journal Entry Voucher with 100% accuracy.						Scope of Coverage: CY 2021 MOVs: Record Book Dimensions to Measure: Quantity, Quality & Timeliness
c. Remittances	12 GSIS Remittances prepared and remitted on or before 10th of the following month with 100% accuracy.						Scope of Coverage: CY 2021 MOVs: Copy of receipt Dimensions to Measure: Quality & Timeliness
	Reviewed and signed 108 other Remittances to be given to the PENR Officer for approval and to be remitted to the concerned agencies/offices on or before 10th day of the following month with 100% accuracy.						Scope of Coverage: CY 2021 MOVs: Copy of signed remittances Dimensions to Measure: Quality & Timeliness
	Remitted and signed 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
	Reviewed and signed of Physical & Financial Performance reports submitted to the PENRO Planning Section in every 25th day of the month.						Scope of Coverage: CY 2021 MOVs: Copy of Physical & Financial Report 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: 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
	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>LORELYN P. SAET</u> Accountant III		<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)