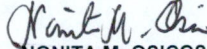
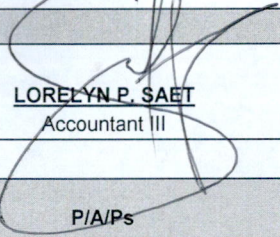
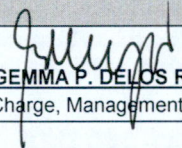


# **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, Nonita M. Osicos 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.

  
**NONITA M. OSICOS**  
 Administrative Aide IV  
 (Ratee)  
 Date: April 5, 2021

Reviewed by	Date	Approved by	Date	
 <b>LORELYN P. SAET</b> Accountant III	April 5, 2021	 <b>GEMMA P. DELOS REYES</b> Officer-In-Charge, Management Service 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>				
Submission of Required Financial Statements per Section 41 of PD No. 1445	Prepared 6 Monthly Trial Balances within 4 hrs per Trial Balance on or before 10th day of succeeding month for review & approval by the Accountant with 100% accuracy.			Scope of Coverage : January-December, 2021 MOVs : Submitted thru email to the Regional Office and Resident Auditor Dimensions to Measure : Quality & Timeliness
	Prepared 2 sets of Financial Statements within 4 hours per Statements on or before 10th day of succeeding quarter for review & approval by the Accountant with 100% accuracy			Scope of Coverage : January-December, 2021 MOVs : Submitted thru email to the Regional Office and Resident Auditor Dimensions to Measure : Quality & Timeliness
Submission of Budget and Financial Accountability Reports(BFARs)	- FAR No. 3-Ageing of Due & Demandable submitted on or before 10th day of the succeeding year.			Scope of Coverage : January-December, 2021 MOVs : Submitted thru email to the Regional Office and Resident Auditor Dimensions to Measure : Quality & Timeliness
	- FAR No. 5 Quarterly Report of Revenue and Other Receipt submitted every 10th day of the succeeding quarter			Scope of Coverage : January-December, 2021 MOVs : Submitted thru email to the Regional Office and Resident Auditor Dimensions to Measure : Quality & Timeliness
<b>Monthly Accomplishment Report Finance</b>				
A . Bookkeeping	Prepared 192 JEVs with 15 minutes per JEV and submitted every 10th day of succeeding month with 100% accuracy			Scope of Coverage : January-December, 2021 MOVs : Record Book Dimensions to Measure : Quality & Timeliness
B. Disbursement	Prepared 50 BIR Form 2306 & 2307 with 15 minutes per Form and submitted to Accountants for review & approval with 100% accuracy			Scope of Coverage : January-December, 2021 MOVs : Record Book Dimensions to Measure : Quality & Timeliness
<b>OTHER DUTIES</b>	Prepared 24 Bank Reconciliations Statements with 45 minutes per Statement and submitted every 10th of succeeding Quarter with 100% accuracy			Scope of Coverage : January-December, 2021 MOVs : Submitted thru email to the Resident Auditor Dimensions to Measure : Quality & Timeliness
	Prepared 4 Report of Ageing of Cash Advances(RACA) with 30 minutes per Report and submitted every 10th of succeeding quarter with 100% accuracy			Scope of Coverage : January-December, 2021 MOVs : Submitted thru email to the Regional Office and Resident Auditor Dimensions to Measure : Quality & Timeliness
	Prepare 4 Statement of Property, Plant and Equipment on or before 10th of succeeding quarter for review and approval of Accountant with 100% accuracy			Scope of Coverage : January-December, 2021 MOVs : Submitted thru email to the Resident Auditor Dimensions to Measure : 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>	
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 <b>MOV</b> s: 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 <b>MOV</b> s: 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	
NONITA M. OSICOS Admin. Aide VI		I certify that I discussed my assessment of the performance with the employee.					
		GEMMA P. DELOS REYES Officer-In-Charge, Management Service Division					
				IMELDA M. DIAZ OIC, PENR Officer			

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

Note:

\*\*\* Qualifying Indicators

\*\* Ranking Indicators

\* Other Indicators (Tie Breaker)