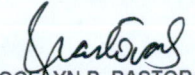

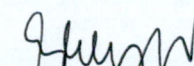


# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Jocelyn P. Pastoral, of the Administrative 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.

  
**JOCELYN P. PASTORAL**  
 Administrative Assistant I  
 (Ratee)  
 Date: April 13, 2021

Reviewed by	Date	Approved by	Date		
 <b>EDEN P. PALACIOS</b> Administrative Officer IV	April 13, 2021	 <b>GEMMA P. DE LOS REYES</b> Officer-In-Charge, Management Services Division	April 13, 2021		
Output	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>					
Implementation of Good Governance Condition	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on February 28, 2021				<b>Scope of Coverage:</b> 2020 SALN <b>MOVs:</b> CSC Memorandum 40-1998 <b>Dimensions to Measure:</b> Quality & Timeliness
	100% IPCR Commitment based on the approved DPCR submitted to PENRO Personnel Unit by end of April 2021				<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> receiving copy of IPCR <b>Dimensions to Measure:</b> Quality & Timeliness
<b>Cashiering and Collections</b>					
Report of Checks Issued	Prepared Report of checks Issued & submit to Auditor every 10th of the following month within 30 minutes with 100% accuracy				<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Submitted Report of Checks Issued <b>Dimensions to Measure:</b> Quality & Timeliness
Report of Advice to Debit Account (LDDAP/ADA)	Prepared Report of Advice to Debit Account (LDDAP/ADA) & submit to Auditor every 10th of the following month within 30 minutes with 100% accuracy				<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Report of Advice to Debit Account (ADA) <b>Dimensions to Measure:</b> Quality & Timeliness
Disbursement Report Prepare	Prepared 24 Report of Disbursement & submit to Auditor every 10th of the following month with 100% accuracy				<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Report of Disbursement <b>Dimensions to Measure:</b> Quality & Timeliness
Report of Accountability for Accountable Forms (RAAF)	Prepared Report of Accountability for Accountable Forms (RAAF) & submit to Auditor every 10th of the following month with 100% accuracy				<b>Scope of Coverage:</b> CY 2021 <b>MOVs:</b> Report of Accountability for Accountable Forms <b>Dimensions to Measure:</b> Quality & Timeliness



Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Prepare/Index Salary Deductions	Prepared/Indexed Salary Deductions of 65 permanent personnel within 30 minutes with 100% accuracy						Scope of Coverage: CY 2021 MOVs: Index Card Dimensions to Measure: Quality & Timeliness
Monthly Remittances prepare	Prepared 9 monthly remittances on or before 10th day of the following month with 100% accuracy						Scope of Coverage: CY 2021 MOVs: Remittances Dimensions to Measure: Quality & Timeliness
Filling of processed vouchers	Filed/segregated folders of voucher within 15minutes per folder						Scope of Coverage: CY 2021 MOVs: Vouchers Dimensions to Measure: Quality & Timeliness
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>JOCELYN P. PASTORAL</u> Administrative Assistant I		<u>GEMMA P. DELOS REYES</u> Officer-In-Charge, Mgt. Services Div.		<u>IMELDA M. DIAZ</u> OIC, PENR Officer			

Note:

\*\*\* Qualifying Indicators

\*\* Ranking Indicators

\* Other Indicators (Tie Breaker)