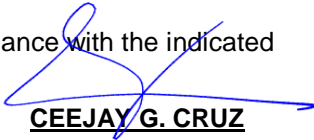
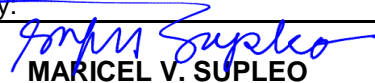
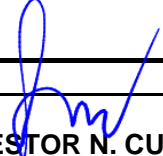


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **CEEJAY G. CRUZ**, of the Cashiering Unit, 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 2022.


CEEJAY G. CRUZ
Administrative Officer I

Date:

Reviewed by:	Date:	Approved by:	Date:
 MARICEL V. SUPLEO		 NESTOR N. CUASAY	
Accountant III/ Chief, Administrative and Finance Section		In-Charge, Management Services Division	

OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Quantity	Quality	Timeliness	Average	
Budget Utilization Rate -Ratio of Disbursement of Total Obligation	Prepared Checks/LDDAP-ADA and forwarded to Chief Accountant/PENR Officer within 45 minutes.						
	Signed Checks/LDDAP-ADA and forward to Chief, MSD/PENRO Officer for countersigning within 20 minutes.						
Submission of Budget and Financial Accountability Reports (BFARs)	- 100 % Liquidation Report prepared and forwarded to PENRO Accountant within 30 days upon granting of Cash Advance						
Implementation of Good Governance Conditions	100% submission of SALN to DENR Personnel Section on February 28, 2022						
Preparation and submission of IPCR	One (1) IPCR commitment based on approved SPMS guidelines submitted to Admin Section on the prescribed period						
	Two rated IPCR prepared and submitted to Administrative Unit on prescribe period. -July 2021 to December 2021 -January 2022 to June 2022						
Actions on Documents/Requests acted upon	100% o referred documents acted upon -simple documents- 7 working days upon receipt by the office -complex documents - 15 working days upon receipt by the office						
Attendance to Meetings/Workshops/Conferences	100% of referred meetings/workshops/conferences attended with reports submitted to PENRO thru Chief MSD 7 days after attendance						

OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks						
			Quantity	Quality	Timeliness	Average							
GENERAL ADMINISTRATION AND SUPPORT SERVICES Remittances 1. BIR 2. GSIS 3. PAGIBIG 4. PHILHEALTH	Timely remittance of GSIS, PAG-IBIG, and Philhealth contribution. Monthly employee remittance list remitted to BIR on the 10th day of the following month. Monthly employee remittance list remitted to GSIS on the 10th day of the following month. Monthly employee remittance list remitted to PAGIBIG on the 15th day of the following month. Monthly employee remittance list remitted to PHILHEALTH on the 15th day of the following month												
Average Rating:													
			Rating										
Total Overall Rating													
Final Average Rating													
Adjectival Rating													
Comments and Recommendations for Development Purposes													
Discussed with:			Assessed by:		Final Rating:								
	Date:		Date:				Date:						
CEEJAY G. CRUZ		NESTOR N. CUASAY		MARY JUNE F. MAYPA									
Administrative Officer I		In-Charge, Management Services Division		Head of Office									