



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **MARIA RESTIA G. MENDOZA**, **Administrative Aide VI**, of the **Finance and Administrative Section of the DENR-PENRO**, commit to
to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - December 2022.

Ratee: 
MARIA RESTIA G. MENDOZA
Administrative Aide VI

Date:

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

OUTPUT	Performance Indicators	Actual	RATING				Remarks
	(Targets + Measures)	Accomplishments	Quantity	Quality	Timeliness	Average	
Budget Utilization Rate	100% of Claims for Mandatories Expenses, Capital Outlay Contracts and Salaries and Wages of Personnel, reviewed , received recorded in Logbook, assigned DV number and forward DV with complete supporting documents, processed DV as to completeness of supporting documents, validity & correctness of claims, Computed & deducted applicable taxes, prepared Certificate of Tax Withheld and recorded particulars of DV in individual Index Card, prepared Journal Entry and forwarded to Accountant within 4 hours and 30 minutes.						
Financial Statement	100% of Bank Reconcillation Report prepared and forwarded to PENRO Accountant on prescribed period of time.						
Implementation of Good Governance conditions	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 28, 2022						

Preparation and submission of IPCR	One (1) IPCR commitment based on approved OPCR submitted to the Admin Section on the prescribed period 2 Rated IPCR's prepared and submitted to Admin Section on the prescribed period Rated July - December, 2021 Rated January - June, 2022						
Attendance to meetings/workshops conferences	100% of referred meetings/workshop/conferences attended with reports submitted to Chief Admin and Finance in seven (7) working days after attendance.						
Actions on Documents/Requests	100 % documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt.						
CATEGORY		OUTPUT		Rating			
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Discussed with:		Assessed by:		Final Rating:			
	Date:	I certify that I discussed my assessment of performance with the employee	Date:	MARY JUNE F. MAYPA PENRO			Date:
MARIA RESTIA G. MENDOZA		NESTOR N. CUASAY					
Administrative Aide VI		In-charge, Mgt. Services Division					