

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, ROSAMIA J. SANCHEZ, Administrative Aide VI, of the Finance and Administrative Section of the DENR-PENRO 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-December, 2022.

ROSAMIA J. SANCHEZ
Administrative Aide VI

Date:

Reviewed by: <u>MARICEL V. SUPLEO</u>	Date:	Approved by: <u>NESTOR N. CUASAY</u>	Date:
Chief, Admin and Finance Section		In-Charge, Management Services Division	

OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Quantity	Quality	Timeliness	Average	
Obligation of Allotment	100% Budget Request & Status controlled recorded and submitted to Budget Officer for signing, daily with 100% accuracy						
Submission of Budget and Financial Accountability Reports (BFARs)	100% 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) prepared & submitted to Budget Officer for signing on the 3rd day with 100% accuracy FAR No.1 (SAAODB) FAR No.1-A SAAODBOE) FAR No.1-B (LASA)						
Prepared Registry of Allotment and Obligation	Thirty six (36) Registry of Allotment and prepared, recorded, filled and submitted to Budget Officer for reviewed every 30th day of the month.						
Prepared Work and Financial Plan	FY 2023 Work and Financial Plan based on 2023 Planning guidelines submitted to Regional Office on the prescribed period						

Monthly Financial Monitoring Report	100% Financial Monitoring Report (FMR) prepared and submitted to Budget Officer on the 30th day of the month with 100% accuracy.					
Posting of Obligation Request and Status (ORS) under PS, MOOE and Capital Outlay	100% Posted of Obligation Request and Status (ORS) under PS, MOOE and Capital Outlay daily with 100% accuracy					
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 prescribed period Rated July-December 2021-February 10, 2022 Rated January-June 2022 on July 15, 2022					
Budget Preparation	Preparation and encoded FY 2023 BED Form to DBM URS on the prescribed period.					
Actions on Documents/Requests	100% documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt					
Attendance to meetings/workshops conferences	100% of referred meetings/workshop/conferences attended with reports submitted to Chief, Admin & Finance in seven (7) days working days after attendance.					
Total Overall Rating						
Final Average Rating						
Adjectival Rating						
Comments and Recommendations for Development Purposes						
Discussed with:		Assessed by:		Final Rating:		
	Date:	I certify that I discussed my assessment of performance with employee	Date:		Date:	
ROSAMIA J. SANCHEZ		NESTOR N. CUASAY		MARY JUNE F. MAYPA		
Administrative Aide VI		Chief, Management Services Division		PENRO		
Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average						