

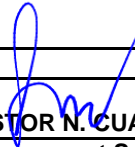

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **MARICEL V. SUPLEO**, Accountant III/Chief, Administrative and Finance Section of **PENRO, Oriental Mindoro** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicate measures for the period January to December 2022.


MARICEL V. SUPLEO

Accountant III/ Chief, Administrative and Finance Section

Date:

Reviewed by:	Date:	Approved by:	Date:				
 NESTOR N. CUASAY		 MARY JUNE F. MAYPA					
In-Charge, Management Services Division		PENRO					
P/A/Ps	PERFORMANCE INDICATORS (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Quantity	Quality	Timeliness	Average	
GENERAL ADMINISTRATION and SUPPORT SERVICES							
Budget Utilization Rate -Ratio of Obligation over Allotment	100% budget utilization rate by the end of December 31, 2022 with report reviewed and submitted to to Chief, Management Services Division on the 5th day following the end of the year.						
- Ratio of Disbursement over Obligation	100% of Claims reviewed and certified as to Cash Availavility , Supporting Documents complete and amount claimed proper and forwarded to the PENR Officer within the prescribed period						
	100% of LDDAP-ADA reviewed ,certified and forwarded to PENR Officer within the prescribed period						
Financial Statement	100% of Financial Statements per Section 41 of PD.1445 reviewed, certified and forwarded to Chief, MSD on January 28, 2021.						
Submission of Budget and Financial Accountability Reports (BFARs)	Six (6) Budget and Financial Accountabilty Reports (BFARs) based on DBM-COA Joint Circular No.2019-01 Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) starting FY2019 certified and submitted on the prescribed period as follows:						

P/A/Ps	PERFORMANCE INDICATORS (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Quantity	Quality	Timeliness	Average	
	FAR No. 1 (SAAODB) certified and forwarded to Chief, MSD every 5th day following the end of each quarter						
	FAR No. 1 -A (SAAODBOE) certified and forwarded to Chief, MSD every 5th day following the end of each quarter						
	FAR No. 1 -B (LASA) reviewed and forwarded to Chief, MSD every 5th day following the end of each quarter.						
	FAR No.5 (QRROR) certified and forwarded to Chief, MSD every 10th day following the end of each quarter						
	FAR no. 3 Ageing of Due and Demandable Obligations (ADDO) certified and forwarded to Chief, MSD every 10th day following the end of the year						
	FAR No. 4 Monthly Report of Disbursement (MRD) certified and forwarded to Chief,MSD every 5th day following the end of the month.						
Sustained Compliance with COA Audit Findings	50% of prior years audit recommendations fully implemented as shown in COA CAAR Status of Implementation of Prior Year's Recommendations (Part III) onNovember 25 , 2022.						
	50% of Current year's audit observations and recommendations fully implemented as shown in CAAR Observations and Recommendations (Part II) on Novemver 25, 2022.						
Compliance to PHILGEPS Conditions	100% PhilGeps conditions complied by January 31, 2023.						
Conduct of Early Procurement Activity (EPA)	50% of the total value of eligible projects conducted from the submission of NEP to Congress and with approved indicative APP submitted within the prescribed deadline.						

P/A/Ps	PERFORMANCE INDICATORS (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Quantity	Quality	Timeliness	Average	
Submission of Annual Procurement Plan- Common Use Suuplies and Equipment (APP-CSE) to DBM PS	100% of Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) reviewed and forwarded to Chief, MSD on the prescribed period.						
Submission of Annual Procurement Plan- Non-Common Use Suuplies and Equipment (APP-Non CSE) based on the approved GAA to GPBB-TSO	100% of Annual Procurement Plan(APP)-Non CSE based on the approved GAA reviewed and forwarded to Chief, MSD on March 31, 2022.						
Report on Physical Count of Property, Plant and Equipment (RPCPPE)	One(1) Report on Physical Count of Property, Plant and Equipment reviewed and submitted to Chief, Management Services Division on January 25, 2022						
	100% of Request for the Maintenance of facilities and equipment acted upon with report reviewed and forwarded to Chief, Management Services Division on the 12th day after the end of the qtr.						
	100% of vehicles maintained with report reviewed and forwarded to Chief, MSD on the 13th day after the end of every quarter						
Implementation of Good Governance	One (1) SALN submitted to Admin Section on February 28, 2022						
	100% of SALN of PENRO employees reviewed within 3 days upon receipt and forwarded to Chief, MSD						
	100% of Notice of Salary Adjustment (NOSA) reviewed and forwarded to Chief, MSD and received by employee on March 31, 2022						
	One (1) HR intervention (Training) per employee by end of December 31, 2022.						
	One (1) IPCR (commitment) based on approved SPMS guidelines submitted to Admin Section on the prescribed period.						

P/A/Ps	PERFORMANCE INDICATORS (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Quantity	Quality	Timeliness	Average	
	100% of IPCR based on approved SPMS guidelines reviewed and forwarded to Chief, MSD on the prescribed period.						
	Two (2) Rated IPCR submitted to the Admin Section on prescribed period: - July to December 2021 - January to June 2022						
Actions on Documents/Requests	100% of documents acted upon - simple documents -7 working days upon receipt of the Office - complex documents -15 working days upon receipt of the Office						
Attendance to Meeting/Workshops/Conference	100% of workshops/conference attended with report submitted within 15 days after attendance.						
Network Infrastructure maintenance	100% of E-NGAS Systems/Databases maintained, updated and functional						
GENERAL ADMINISTRATION and SUPPORT SERVICES Remittances							
-BIR	Monthly employee remittance list reviewed and certified on the 10th day of the following month						
-GSIS	Monthly employee remittance list reviewed and certified on the 10th day of the following month						
-PAGIBIG	Monthly employee remittance list reviewed and certified on the 15th day of the following month						
-PHILHEALTH	Monthly employee remittance list reviewed and certified on the 15th day of the following month						
Other Cross Cutting Indicators							
Streamlining and Process Improvement of Critical Services (SPICS)	100% of external Clients served within the standards set in the Citizens Charter with SPICs Monitoring Form submitted on the prescribed timeline. (Sale of Bidding Documents Payment of Claims, Certification of No Records/Appeal/Motion for Reconsideration and Document Authentication for General Circulation Documents)						

P/A/Ps	PERFORMANCE INDICATORS (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Quantity	Quality	Timeliness	Average	
Average Rating:							
CATEGORY		OUTPUT		Rating			
Total Overall Rating							
Final Average Rating							
Adjectival Rating							
Discussed with:	Date	Assessed by:	Date	Final Rating:			
MARICEL V. SUPLEO		I certify that I discussed my assessment of performance with the employee		MARY JUNE F. MAYPA		Date:	
Accountant III/Chief, Admin and Finance Section		In-Charge, Management Services Division		PENRO			
Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average							