

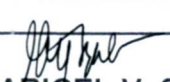

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **BUENA P. FLORIDA**, Administrative Officer IV (HRMO II) commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY TO DECEMBER, 2021.

BUENA P. FLORIDA

Administrative Officer IV (HRMO II)

Date:

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

OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Implementation of Good Governance Conditions	One (1) SALN submitted to Chief, Administrative Officer based on Section 8 of RA 6713 on February 28, 2021	One (1) SALN submitted to Chief, Administrative Officer based on Section 8 of RA 6713 on January 5, 2021					Rated on the 1st Semester
	One (1) IPCR Commitment submitted to Chief, Administrative Officer on prescribed time with 100% accuracy	One (1) IPCR Commitment submitted to Chief, Administrative Officer on April 7, 2021					Rated on the 1st Semester
	100% of IPCR Commitment of PENRO Calapan City reviewed and submitted to Personnel Division thru the Chief, Administrative Officer	100% of IPCR Commitment of PENRO Calapan City reviewed and submitted to Personnel Division thru the Chief, Administrative Officer on April 19, 2021					Rated on the 1st Semester
	100% of Notice of Salary Adjustment (NOSA) received by employee by March 31, 2021	100% of Notice of Salary Adjustment (NOSA) submitted on February 13, 2021					Rated on the 1st Semester
	100% of Certification of Leave Credits as of June 2021 issued by August 31, 2021	100% of Certification of Leave Credits as of June 2021 issued by July 29, 2021		4.000	4.500	4.250	
	100% PHILGEPS conditions complied by January 31, 2022	100% PHILGEPS conditions complied by January 25, 2022	3.000		5.000	4.000	

	1 PPMP of Administrative Unit reviewed and submitted to Procurement Officer thru the Chief, Administrative Officer	1 PPMP of Administrative Unit reviewed and submitted to Procurement Officer thru the Chief, Administrative Officer on					Rated on the 1st Semester
Actions on Documents/Requests	100% of documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt	100% of documents acted upon 5 working days for simple documents and 10 working days for complex documents upon receipt		4.000	4.500	4.250	
Other Cross Cutting Indicators	100% of External Clients served within the standard set in the Citizens Charter	100% of External Clients served within the standard set in the Citizens Charter		4.500	5.000	4.750	
Submission of NOSA/NOSI	100% reviewed and initialed Notice of Adjustment forwarded to Chief, MSD on the prescribed period						Rated on the 1st Semester
	100% reviewed and initialed Notice of Step Increment forwarded to Chief, Admin/Chief, MSD on the prescribed period	100% reviewed and initialed Notice of Step Increment forwarded to Chief, Admin/Chief, MSD on the prescribed period		5.000	5.000	5.000	

Average Rating:

CATEGORY	OUTPUT	Rating			
Total Overall Rating		3.000	17.500	24.000	22.250
Final Average Rating		3.000	4.375	4.800	4.450
Adjectival Rating		VS			

Comments and Recommendations for Development Purposes




Very punctual and shown excellent work behavior.

Recommended for promotion.

Discussed with:

Assessed by:

Final Rating:

	Date:		Date:		Date:
BUENA P. FLORIDA		NESTOR N. CUASAY		MARY JUNE F. MAYPA	
Administrative Officer IV (HRMO II)	FEB 08 2022	In-Charge, MSD	FEB 08 2022	PENRO	FEB 08 2022

Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average

Name: BUENA P. FLORIDA				Section: ADMINISTRATIVE SECTION				
Position: ADMINISTRATIVE OFFICER IV (HRMO II)				Division: MANAGEMENT SERVICES DIVISION				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July, 2021								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET- RELATED ACTIVITIES			√		Payroll/Voucher (Salaries)	Review and Sign Payroll/voucher for the month July, 2020	Reviewed and signed payroll/voucher and submit to the Chief, Administrative Officer for signature	1 day
			√		Application for Leave	Review and sign Leave Applications	Signed Leave Applications and submit to the Chief, Administrative Officer	5 min/ application
			√		Daily Time Record	Review Daily Time Record	Reviewed Daily Time Record and forwarded to the Chief, Administrative Officer	5 min/ employee
			√		Service Record	Review and sign/initial Service Record	Reviewed and signed/initialed Service Record and forwarded to the Chief, Administrative Officer	15 min/ employee
			√		Certificate of Employment	Review and sign Certificate of Employment	Reviewed and signed Certificate of Employment	5 min/ application
			√		IPCR	Prepare IPCR with Rating (January-June, 2021)	Prepared IPCR with rating for January-June 2021 and submit to the Chief, Administrative Officer	1 day
			√		Journals	Prepare Journals for the months of January to June, 2021	Prepared Journals for the months of January to June, 2021 and forwarded to the Chief, Administrative Officer	1 day
			√		Communications (Memoranda/Special Orders/Letters)	Prepare Memoranda/Special Orders/Letters	Prepared memoranda/special order/letter and forwarded to the Chief, Administrative Officer for initial	1 day
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								
				BAC Activities (BAC Member)	Attend to all procurement activities	Attended to all procurement activities	2 - 3 hrs./activity	

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: _____

NESTOR N. CUASAY
In-Charge, Management Services Division

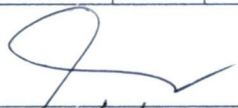
Name: BUENA P. FLORIDA	Section: ADMINISTRATIVE SECTION
Position: ADMINISTRATIVE OFFICER IV (HRMO II)	Division: MANAGEMENT SERVICES DIVISION

MONTHLY ACCOMPLISHMENT MONITORING FORM for: August, 2021

	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET- RELATED ACTIVITIES			√		Payroll/Voucher (Salaries)	Review and Sign Payroll/voucher for the month August, 2021	Reviewed and signed payroll/voucher and submit to the Chief, Administrative Officer for signature	1 day
			√		Application for Leave	Review and sign Leave Applications	Signed Leave Applications and submit to the Chief, Administrative Officer	5 min/ application
			√		Daily Time Record	Review Daily Time Record	Reviewed Daily Time Record and forwarded to the Chief, Administrative Officer	5 min/ employee
			√		Service Record	Review and sign/initial Service Record	Reviewed and signed/initialed Service Record and forwarded to the Chief, Administrative Officer	15 min/ employee
			√		Certificate of Employment	Review and sign Certificate of Employment	Reviewed and signed Certificate of Employment	5 min/ application
			√		Special Order	Prepare Spacial Order of personnel	Prepared Spacial Order of personnel and forwarded to the Chief, Administrative Officer for initial	10 mins/S.O.
			√		Memoranda	Prepare Memoranda for the RED and CENROs	Prepared Memoranda for the RED and CENROs and forwarded to the Chief, Admin Officer for initial	10 mins/S.O.
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)								
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					BAC Activities (BAC Member)	Attend to all procurement activities	Attended to all procurement activities	2 - 3 hrs./activity

Signature of the Employee: _____

Date Accomplished: _____


2/7/2022

Verified by the Immediate Supervisor: _____


NESTOR N. CUASAY
In-Charge, Management Services Division

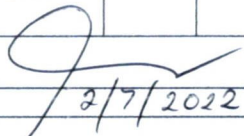
Name: BUENA P. FLORIDA	Section: ADMINISTRATIVE SECTION
Position: ADMINISTRATIVE OFFICER IV (HRMO II)	Division: MANAGEMENT SERVICES DIVISION

MONTHLY ACCOMPLISHMENT MONITORING FORM for: September, 2021

	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET- RELATED ACTIVITIES			√		Application for Leave	Review and sign Leave Applications	Signed Leave Applications and submit to the Chief, Administrative Officer	5 min/ application
			√		Daily Time Record	Review Daily Time Record	Reviewed Daily Time Record and forwarded to the Chief, Administrative Officer	5 min/ employee
			√		Payroll/Voucher (Salaries)	Review and Sign Payroll/voucher for the month September, 2021	Reviewed and signed payroll/voucher and submit to the Chief, Administrative Officer for signature	1 day
			√		Service Record	Review and sign/initial Service Record	Reviewed and signed/initialed Service Record and forwarded to the Chief, Administrative Officer	15 min/ employee
			√		Certificate of Employment	Review and sign Certificate of Employment	Reviewed and signed Certificate of Employment	5 min/ application
				T. O. No. 2021-3161	Travel Order	Coordinate with CENRO designated AOs on personnel matter	Coordinated with CENRO designated AOs on personnel matter	3 days
			√		Special Order	Prepare Special Order of personnel	Prepared Special Order of personnel and forwarded to the Chief AO for initial	10 mins/S.O.
			√		Memoranda	Prepare Memoranda for the RED and CENROs	Prepared Memoranda for the RED and CENROs	10 mins/S.O.
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								
				BAC Activities (BAC Member)	Attend to all procurement activities	Attended to all procurement activities	2 - 3 hrs./activity	

Signature of the Employee: _____

Date Accomplished: _____


2/7/2022

Verified by the Immediate Supervisor: _____


NESTOR N. CUASAY
In-Charge, Management Services Division

Name: BUENA P. FLORIDA

Position: ADMINISTRATIVE OFFICER IV (HRMO II)

Section: ADMINISTRATIVE SECTION

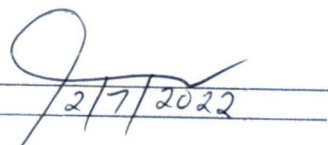
Division: MANAGEMENT SERVICES DIVISION

MONTHLY ACCOMPLISHMENT MONITORING FORM for: October, 2021

	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET- RELATED ACTIVITIES			√		Application for Leave	Review and sign Leave Applications	Signed Leave Applications and submit to the Chief, Administrative Officer	5 min/ application
			√		Daily Time Record	Review Daily Time Record	Reviewed Daily Time Record and forwarded to the Chief, Administrative Officer	5 min/ employee
			√		Payroll/Voucher (Salaries)	Review and Sign Payroll/voucher for the month October, 2021	Reviewed and signed payroll/voucher and submit to the Chief, Administrative Officer for signature	1 day
			√		Service Record	Review and sign/initial Service Record	Reviewed and signed/initialed Service Record and forwarded to the Chief, Administrative Officer	15 min/ employee
			√		Certificate of Employment	Review and sign Certificate of Employment	Reviewed and signed Certificate of Employment	5 min/ application
				T. O. No. 2021-3325	Travel Order	Coordinate with CENRO designated AOs on the process of Clients Satisfactory Survey	Coordinated with CENRO designated AOs on the process of Clients Satisfactory Survey	2 days
			√		Special Order	Prepare Special Order of personnel	Prepared Special Order of personnel and forwarded to the Chief AO for initial	10 mins/S.O.
			√		Memoranda	Prepare Memoranda for the RED and CENROs	Prepared Memoranda for the RED and CENROs and forwarded to the Chief AO for initial	10 mins/S.O.
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								
				BAC Activities (BAC Member)	Attend to all procurement activities	Attended to all procurement activities	2 - 3 hrs./activity	

Signature of the Employee:

Date Accomplished:



 2/7/2022

Verified by the Immediate Supervisor:



 NESTOR N. CUASAY
 In-Charge, Management Services Division

Name: BUENA P. FLORIDA	Section: ADMINISTRATIVE SECTION
Position: ADMINISTRATIVE OFFICER IV (HRMO II)	Division: MANAGEMENT SERVICES DIVISION

MONTHLY ACCOMPLISHMENT MONITORING FORM for: November, 2021

	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WFP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET- RELATED ACTIVITIES			√		Application for Leave	Review and sign Leave Applications	Signed Leave Applications and submit to the Chief, Administrative Officer	5 min/ application
			√		Daily Time Record	Review Daily Time Record	Reviewed Daily Time Record and forwarded to the Chief, Administrative Officer	5 min/ employee
			√		Payroll/Voucher (Salaries & YEB)	Review and Sign Payroll/voucher for the month November, 2021	Reviewed and signed payroll/voucher and submit to the Chief, Administrative Officer for signature	2 day
			√		Service Record	Review and sign/initial Service Record	Reviewed and signed/initial Service Record and forwarded to the Chief, Administrative Officer	15 min/ employee
			√		Certificate of Employment	Review and sign Certificate of Employment	Reviewed and signed Certificate of Employment	5 min/ application
				T. O. No. 2021-3969	Travel Order	Reconcile CSS Form of internal clients under Administrative Unit	Reconciled CSS Form of internal clients under Administrative Unit	2 days
			√		Special Order	Prepare Special Order of personnel	Prepared Special Order of personnel and forwarded to the Chief AO for initial	10 mins/S.O.
			√		Memoranda	Prepare Memoranda for the RED and CENROs	Prepared Memoranda for the RED and CENROs and forwarded to the Chief AO for initial	10 mins/S.O.
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)				BAC Activities (BAC Member)	Attend to all procurement activities	Attended to all procurement activities	2 - 3 hrs /activity	

Signature of the Employee: 
Date Accomplished: 2/7/2022


Verified by the Immediate Supervisor:


NESTOR N. CUASAY
In-Charge, Management Services Division

Name: BUENA P. FLORIDA				Section: ADMINISTRATIVE SECTION				
Position: ADMINISTRATIVE OFFICER IV (HRMO II)				Division: MANAGEMENT SERVICES DIVISION				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December, 2021								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on WEP	Office Work	Field Work (indicate TO #)	Type of Document/ Activity (indicate date and time the document received)	Subject/ Activity/ Event	Action Taken (indicate the status of the document/activity)	Time Consumed
A. TARGET-RELATED ACTIVITIES			√		Application for Leave	Review and sign Leave Applications	Signed Leave Applications and submit to the Chief, Administrative Officer	5 min/ application
			√		Daily Time Record	Review Daily Time Record	Reviewed Daily Time Record and forwarded to the Chief, Administrative Officer	5 min/ employee
			√		Payroll/Voucher (Salaries and Other Benefits)	Review and Sign Payroll/voucher for the month December, 2021	Reviewed and signed payroll/voucher and submit to the Chief, Administrative Officer for signature	1 day
			√		Service Record	Review and sign/initial Service Record	Reviewed and signed/initialed Service Record and forwarded to the Chief, Administrative Officer	15 min/ employee
			√		Certificate of Employment	Review and sign Certificate of Employment	Reviewed and signed Certificate of Employment	5 min/ application
				T. O. No. 2021-4119	Travel Order	Assist in the Oathtaking ceremony of the newly appointed and promoted employees	Assisted in the Oathtaking ceremony of the newly appointed and promoted employees	2 days
			√		Special Order	Prepare Spacial Order of personnel	Prepared Spacial Order of personnel	10 mins
			√		Memoranda	Prepare Memoranda for the RED and CENROs	Prepared Memoranda for the RED and CENROs	10 mins
	B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)							
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)					BAC Activities (BAC Member)	Attend to all procurement activities	Attended to all procurement activities	2 - 3 hrs./activity

Signature of the Employee: _____

Date Accomplished: _____


2/7/2022

Verified by the Immediate Supervisor: _____


NESTOR N. CUASAY
In-Charge, Management Services Division