



B. Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **MARITES B. LANDICHO**, Credit Officer I/In-Charge, Budget Unit 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 of July to December, 2021.

MARITES B. LANDICHO
Ratee

Date:

Reviewed by:	Date	Approved by:	Date				
 MARICEL V. SUPLEO PENRO Accountant		 NESTOR N. CUASAY In-Charge, Management Services Division					
Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
General Administration and Support Services	Timely obligation of remittances of GSIS, Pag-ibig and Philhealth contributions	100% Timely obligation of remittances of GSIS, Pag-ibig and Philhealth contributions		5	5	5	
	Streamlining and Process Improvement of Critical Services (SPICS) analyzed with recommendation submitted to Chief, Admin. and Finance Section	Streamlining and Process Improvement of Critical Services (SPICS) analyzed with recommendation submitted to Chief, Admin. and Finance Section					compliant
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) reviewed, signed and submitted to Regional Office thru the PENRO on the 3rd day of the month with 100% accuracy	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) reviewed, signed and submitted to Regional Office thru the PENRO on the succeeding month for the end of each quarter					
	FAR No. 1 (SAAOBD)	FAR No. 1 (SAAOBD)		4.500	5.000	4.750	3rd qtr. Emailed dtd Oct. 2, 2021 4th qtr emailed dtd Jan. 7, 2022
	FAR No. 1-A (SAAODBOE)	FAR No. 1-A (SAAODBOE)		4.500	5.000	4.750	3rd qtr. Emailed dtd Oct. 2, 2021 4th qtr emailed dtd Jan. 7, 2022
	FAR No. 1-B (LASA)	FAR No. 1-B (LASA)		4.500	5.000	4.750	3rd qtr. Emailed dtd Oct. 2, 2021 4th qtr emailed dtd Dec. 31, 2021
Review/Sign Obligation Requests and Status	100% Obligation Request and Status reviewed and signed daily with 100% accuracy	100% Obligation Request and Status reviewed and signed daily with 100% accuracy		5.000	3.000	4.000	
Prepared Registry of Allotment and Obligation	Eighteen (18) Registry of Allotment and Obligation prepared, recorded and filled at the end of the month with 100% accuracy	Twenty Seven (27) Registry of Allotment and Obligation prepared, recorded and filed 5 days before December 29, 2021 with 100% accuracy	5.000	5.000	3.000	4.333	

Output	Success Indicators (targets+measures)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Monthly Financial Monitoring Report	100% Financial Monitoring Report (FMR) prepared and submitted on the 30th day of the month with 100% accuracy	100% Financial Monitoring Report (FMR) prepared and submitted to the Regional Office on the 30th day of the month with 100% accuracy		5.000	3.000	4.000	
Network Infrastructure maintenance	100% of referred Information Systems/Databases maintained, updated and functional	100% of referred Information Systems/ Databases maintained, updated and functional		5.000	4.000	4.500	eBudget
Budget Utilization Rate - Ratio of Total Obligations to total releases	100% of total releases obligated by end of December 31, 2021	100% of total releases obligated by end of December 31, 2021		5.000	3.000	4.000	
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	100% Posted of Obligation Request and Status (ORS) under PS, MOOE and Capital Outlay daily with 100% accuracy		5.000	3.000	4.000	
Implementation of Good Governance	Prepared and submitted SALN to Administrative Section March 30, 2022	One (1) SALN submitted to Personnel Division/Section on January 18, 2022					Rated on 1st sem
Preparation and submission of IPCR	One (1) IPCR commitment based on approved OPCR submitted to the Personnel Section on prescribed period	One (1) IPCR commitment based on approved OPCR submitted to the Personnel Section on prescribed period					Rated on 1st sem
	Two (2) Rated IPCR submitted to Personnel Section on prescribed period	Two (2) Rated IPCR submitted to Personnel Section on prescribed period		5.000	3.000	4.000	
	- July to December 2020 - January to June 2021	- July to December 2020 - January to June 2021					
Actions on Documents/Requests	100% documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt			5.000	3.000	4.000	
Attendance to meetings/workshops conferences	100% of meetings/workshops/conferences attended						compliant
Total Over all Rating			5.000	58.500	45.000	52.083	
Final Average Rating			5.000	4.875	3.750	4.340	
Adjectival Rating			Very Satisfactory				
Comments and Recommendations for Development Purposes <i>Has own ways to improve efficiency in performing her duties. Needs more trainings related to her function.</i>							
Discussed with	Date	Assessed by:	Date	Final Rating by:		Date	
MARITES B. LANDICHO <i>Marites B. Landicho</i> Employee	FEB 08 2022	I certify that I discussed my assessment of the performance with the employee NESTOR N. CUASAY In-charge, Management Services Division	FEB 08 2022	MARY JUNE F. MAYPA <i>Mary June F. Maypa</i> PENRO		FEB 08 2022	

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

Name: MARITES B. LANDICHO				Section: Accounting Section				
Position: Credit Officer I/In-Charge, Budget Unit				Division: Management Services Division				
MONTHLY ACCOMPLISHMENT MONITORING FORM for: July 2021								
	Type		Nature		Details of the Activity			
	PBB related	Other regular targets based on	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			√		Obligation Request and Status (ORS)	Obligation Request and Status (ORS) for MOOE, PS and Capital Outlay	130 Obligation Request and Status reviewed and signed	daily
					Registry of Allotment (RAOD, RAOCO & RAOPS)	Registry of Allotment and Obligation for PS. MOOE and Capital Outlay	Reviewed RAOD, RAOCO & RAOPS per P/A/P and object of expenditures	daily
					Payroll	Payroll of Permanent Employees of PENRO/CENRO and CTI personnel	Reviewed obligation and signed ORS for the month of July 2021 per P/A/P and object of expenditures	monthly
					Report	Financial Monthly Report	Reviewed allotment, obligation, disbursement and balances of PS, MOOE, CO	1 day
					Certificate of Availability of Funds	Certificate of availability of funds of PENRO/CENRO Job Orders from July to December 2021	Reviewed and signed Certificate of Availability of Funds of PENRO/CENRO, Job Orders from July - December 2021 and submitted to PENRO Accountant for signature	2 days
					IPCR	IPCR Rating (January to June, 2021)	Prepared the IPCR with rating for January to June 2021 and submit to Personnel Section	2 days including the calibration of rating
					Government Share	ORS for Government share RLIP, Pag-ibig, Philhealth and ECIP	Reviewed and signed ORS for Government share RLIP, Pag-ibig, Philhealth and ECIP and submitted to MSD for signature	1 day
					eBudget	Information Systems/Databases maintain, update and functional (eBudget)	Information Systems/Databases maintained, updated and functional (eBudget)	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Meetings/workshops/conferences attend	Attended CY 2021 Mid Year Financial Assessment via Zoom	
					email	any email receive for action or for information	Constant checking of email for the tracking of any documents that needed report, action for information purposes only	
				√				
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Verified by the Immediate Supervisor:

Signature of the Employee: MARITES B. LANDICHO
Date Accomplished: 8-4-21

NESTOR N. CUASAY
In-Charge, Management Services Division

Name: MARITES B. LANDICHO					Section: Accounting Section			
Position: Credit Officer I/In-Charge, Budget Unit					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: August 2021								
A. TARGET- RELATED ACTIVITIES	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
			√		Obligation Request and Status (ORS)	Obligation Request and Status (ORS) for MOOE, PS and Capital Outlay	187 Obligation Request and Status reviewed and signed	daily
			√		Registry of Allotment (RAOD, RAOCO & RAOPS)	Registry of Allotment and Obligation for PS. MOOE and Capital Outlay	Reviewed RAOD, RAOCO & RAOPS per P/A/P and object of expenditures	daily
			√		Payroll	Payroll of Permanent Employees of PENRO/CENRO and CTI personnel	Reviewed obligation and signed ORS for the month of July 2021 per P/A/P and object of expenditures	monthly
			√		Report	Financial Monthly Report	Reviewed allotment, obligation, disbursement and balances of PS, MOOE, CO	1 day
			√		eBudget	Information Systems/Databases maintain, update and functional (eBudget)	Information Systems/Databases maintained, updated and functional (eBudget)	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			√			Meetings/workshops/conferences attend	Attended webinar on R.A. 9134 Government procurement report act and its 2014 Revised Implementing Rules and Regulations and updates on the latest GPBO issuances	ANA
				√				
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: MARITES B. LANDICHO
Date Accomplished: 9-1-21

Verified by the Immediate Supervisor:

NESTOR N. CUASAY
In-Charge, Management Services Division

Name: MARITES B. LANDICHO					Section: Accounting Section			
Position: Credit Officer I/In-Charge, Budget Unit					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: September 2021								
A. TARGET- RELATED ACTIVITIES	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
			✓		Obligation Request and Status (ORS)	Obligation Request and Status (ORS) for MOOE, PS and Capital Outlay	293 Obligation Request and Status reviewed and signed	daily
			✓		Registry of Allotment (RAOD, RAOCO & RAOPS)	Registry of Allotment and Obligation for PS. MOOE and Capital Outlay	Reviewed RAOD, RAOCO & RAOPS per P/A/P and object of expenditures	daily
			✓		Payroll	Payroll of Permanent Employees of PENRO/CENRO and CTI personnel	Reviewed obligation and signed ORS for the month of July 2021 per P/A/P and object of expenditures	monthly
			✓		Report	Financial Monthly Report	Reviewed allotment, obligation, disbursement and balances of PS, MOOE, CO	1 day
			✓		eBudget	Information Systems/Databases maintain, update and functional (eBudget)	Information Systems/Databases maintained, updated and functional (eBudget)	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Meetings/workshops/conferences attend	One on one monthly meeting on the NGPs Physical and Financial Status as of Aug. 31, 2021	
							Learning sessions on the online release of advice of Notice of Cash Allocation issued (ANCAI)	
				✓		Travel Order No. 2021-2930	Coordinated with NGP coordinators re: financial reports	2 days
					Travel Order No. 2021-3176	Coordinated with NGP coordinators re: financial accomplishment	2 days	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)						coastal clean up		

Signature of the Employee: MARITES B. LANDICHO
Date Accomplished: 10-4-21

Verified by the Immediate Supervisor:

NESTOR N. CUASAY
In-Charge, Management Services Division

Name: MARITES B. LANDICHO					Section: Accounting Section			
Position: Credit Officer I/In-Charge, Budget Unit					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: October 2021								
A. TARGET-RELATED ACTIVITIES	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
			√		Obligation Request and Status (ORS)	Obligation Request and Status (ORS) for MOOE, PS and Capital Outlay	293 Obligation Request and Status reviewed and signed	daily
			√		Registry of Allotment (RAOD, RAOCO & RAOPS)	Registry of Allotment and Obligation for PS. MOOE and Capital Outlay	Reviewed RAOD, RAOCO & RAOPS per P/A/P and object of expenditures	daily
			√		Payroll	Payroll of Permanent Employees of PENRO/CENRO and CTI personnel	Reviewed obligation and signed ORS for the month of July 2021 per P/A/P and object of expenditures	monthly
			√		Report	Financial Monthly Report	Reviewed allotment, obligation, disbursement and balances of PS, MOOE, CO	1 day
			√		eBudget	Information Systems/Databases maintain, update and functional (eBudget)	Information Systems/Databases maintained, updated and functional (eBudget)	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Meetings/workshops/conferences attend	COA Entry conference for Consolidated Annual Audit Report (CAAR)		
			√		Travel Order No. 2021-3340	Coordinated with the CENROs re: NEP for MOOE and Capital Outlay for FY 2022 and reconcile allotment, obligation and valances for MOOE and Capital Outlay	2 days	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Verified by the Immediate Supervisor:

Signature of the Employee: MARITES B. LANDICHO

Date Accomplished: 11-3-21

NESTOR N. CUASAY

In-Charge, Management Services Division

Name: MARITES B. LANDICHO					Section: Accounting Section			
Position: Credit Officer I/In-Charge, Budget Unit					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: November 2021								
A. TARGET- RELATED ACTIVITIES	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
			√		Obligation Request and Status (ORS)	Obligation Request and Status (ORS) for MOOE, PS and Capital Outlay	263 Obligation Request and Status reviewed and signed	daily
			√		Registry of Allotment (RAOD, RAOCO & RAOPS)	Registry of Allotment and Obligation for PS. MOOE and Capital Outlay	Reviewed RAOD, RAOCO & RAOPS per P/A/P and object of expenditures	daily
			√		Payroll	Payroll of Permanent Employees of PENRO/CENRO and CTI personnel	Reviewed obligation and signed ORS for the month of July 2021 per P/A/P and object of expenditures	monthly
			√		Report	Financial Monthly Report	Reviewed allotment, obligation, disbursement and balances of PS, MOOE, CO	1 day
			√		eBudget	Information Systems/Databases maintain, update and functional (eBudget)	Information Systems/Databases maintained, updated and functional (eBudget)	daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)					Meetings/workshops/conferences attend	One on one online meeting on the NGP Physical and Financial Accompl. As of Oct. 31, 2021		
			√		Travel Order No. 2021-4017	Coordinated with the CENRO's regarding vouchers for payment under Capital Outlay, MOOE and SAA releases. Consolidate financial reports	3 days	
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)								

Signature of the Employee: MARITES B. LANDICHO
Date Accomplished: 12-3-21

Verified by the Immediate Supervisor:

NESTOR N. CUASAY
In-Charge, Management Services Division

Name: MARITES B. LANDICHO					Section: Accounting Section			
Position: Credit Officer I/In-Charge, Budget Unit					Division: Management Services Division			
MONTHLY ACCOMPLISHMENT MONITORING FORM for: December 2021								
A. TARGET-RELATED ACTIVITIES	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
			√		Obligation Request and Status (ORS)	Obligation Request and Status (ORS) for MOOE, PS and Capital Outlay	263 Obligation Request and Status reviewed and signed	daily
			√		Registry of Allotment (RAOD, RAOCO & RAOPS)	Registry of Allotment and Obligation for PS. MOOE and Capital Outlay	Reviewed RAOD, RAOCO & RAOPS per P/A/P and object of expenditures	daily
			√		Payroll	Payroll of Permanent Employees of PENRO/CENRO and CTI personnel	Reviewed obligation and signed ORS for the month of July 2021 per P/A/P and object of expenditures	monthly
			√		Report	Financial Monthly Report	Reviewed allotment, obligation, disbursement and balances of PS, MOOE, CO	1 day
			√		eBudget	Information Systems/Databases maintain, update and functional (eBudget)	Information Systems/Databases maintained, updated and functional (eBudget)	daily
					Budget Financial Accountability Reports (BFARS)	Budget Financial Accountability Reports (BFARS) FAR 1 & 1-a and FAR 1-b, current and continuing appropriation	Reviewed and signed BFARS per P/A/P and object expenditures current and continuing appropriation and submitted to MSD for signature	4 days
					Realignment	Modification of MOOE and PS per P/P/A and Object of Expenditures	Review and signed modification of MOOE and PS per P/P/A and object of expenditures and submitted to MSD for signature	quarterly
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)						Meetings/workshops/conferences attend	COA Exit Conference	
				√		Travel Order No. 2021-4164	Coordinated with the CENROs regarding deadline for submission of disbursement voucher for obligation and other related financial matters	3 days
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the Division but other designations, functions and concurrent capacities)						Travel Order No. 2021-4130	Coordinated with the CENROs re: realignment of MOOE per P/A/P and object of expenditures and reconciled fund utilization of key projects and programs	3 days

Verified by the Immediate Supervisor:

Signature of the Employee: MARITES B. LANDICHO
Date Accomplished: 1-5-22

NESTOR N. CUASAY
In-Charge, Management Services Division