INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, MARIA RESTIA G. MENDOZA, of the Accounting Unit, 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

MARIA RESTIA G. MENDOZA

Administrative Aide VI

			Dale.	
Reviewed by:	Date:	Approved by:		Date:
MARICEL V. SUPLEO		NES T	RN. CUASAY	
Accountant III/Chief Adm. and Finance Section		In-Charge, Manag	ement Services Division	

OUTPUT	Performance Indicators	Actual		RAT	TING		Remarks
OUTFUT	(Targets + Measures)	Accomplishments	Q1	E2	Т3	A4	Remarks
Budget Utilization Rate	100% Disbursement Vouchers processed with 100% accuracy and forwarded to PENRO Accountant within 4 hours and 30 minutes.			5.00	5.00		2,204 DV"s processed from July to December 2021.
Financial Statement	100% of Bank Reconcilliation Report prepared and forwarded to PENRO Accountant on prescribed period of time.			5.00	3.00	4.00	
Implementation of Good Governance	100% submission of SALN to DENR Personnel Section	100% submission of SALN to DENR Personnel Section.					Rated on 1st semester
conditions	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.					Rated on 1st semester
Actions on Documents/Requests	100 % documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt.	100 % documents acted upon receipt for simple documents and complex documents.		4.00	4.00	4.00	

CATEGORY		OUTPUT Rating							
Total Overall Rating						14.50	13.00	13.00	
Final Average Rating		4.83 4.33 4.33							
Adjectival Rating					VE	RY SATI	SFACTOR	RY	
Comments and Recommendations for D	evelopment Purposes Vyy	requille in deing	Les regunitilité	in. Cun work.	undepend	leatly.			
Discussed with:		Final Rating:							
	Date:	I certify that I discussed	my assessment of	Date:					Date:
MARIA RESTIA G. MENBOZA Administrative Aide VI	FEB 0 8 2022	performance with NESTOR N. In-charge, Mgt. Se	CUASAY	FEB 0 8 2022	760	RY JUN I PEN	E F. MAYF	PA	FEB 0 8 2022
Legend: 1- Quantity 2- Effic	iency 3- Timeliness	4- Average							

Name: MARIA RESTIA G.	MENDOZA					Section: ACCOUNTING	G	
Position: Administrative Aid	de VI					Division: MANAGEMEN	IT SERVICES	
		M	ONTHLY	ACCOMP	LISHMENT MONIT	ORING FORM for JU	LY 2021	
	T	уре	Na	ture		Det	ails 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
	√				Disbursement Vou-	176 TEVs, Mandatories,	Received & processed of Disbursement	Daily
					chers	Supplies ,Payrolls, Con-	Vouchers as to completeness of suppor-	
A. TARGET - RELATED						tracts & Remittances	ting documents, validity and correctness	
ACTIVITIES							of claims. Computed and deducted appli-	
							cable taxes, prepared Certificate of Tax	
							Withheld. Record particulars of Disburs	
							ment Vouchers in individual Index Card.	
	√				IPCR	IPCR Rating January to	Submitted IPCR Rating January to June 2021	2 days including
						June 2021 submit to	submitted to Personnel Section.	the calibration of
						Personnel Section.	Details of the Activity Vent Action Taken (indicate the status of the document/activity Es , Received & processed of Disbursement Nouchers as to completeness of supporting documents, validity and correctness of claims. Computed and deducted applicable taxes, prepared Certificate of Tax Withheld. Record particulars of Disburs ment Vouchers in individual Index Card. Submitted IPCR Rating January to June 2021 2 days in submitted to Personnel Section. Sorted and Filled Disbursement Vouchers paid for submission to COA	rating.
			✓		LDDAP Disbursement	Submission of LDDAP	Sorted and Filled Disbursement Vouchers	Daily
B. MISCELLANEOUS A	CTIVITIES				Report	Disbursement Report	paid for submission to COA	
,	Division or Of	fice outside of						
the targets)					Bank Reconcilliation	Submission of Monthly	prepared Monthly Bank Reconcilliation	Monthly
					Reports	Bank Reconcilliation	Reports submitted to COA.	
						Reports		
'		L						
designations, functions and co	oncurrent cap	abilities)						
A. TARGET - RELATED ACTIVITIES B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office								
							A -	

Signature of the Employee: ___ Date Accomplished: _

Verified by the Immediate Supervisor: MARICEL V. SUPLEO

Name: MARIA RESTIA G. I	MENDOZA					Section: ACCOUNTING	G	
Position: Administrative Aid	de VI					Division: MANAGEMEN	NT SERVICES	
		MOI	NTHLY A	COMPLI	SHMENT MONITO	RING FORM for AUG	SUST 2021	
	Ty	уре	Nat	ure		Det	tails 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			√		Disbursement Vou-	288 TEVs, Mandatories ,	Received & processed of Disbursement	Daily
ACTIVITIES					chers	Supplies ,Payrolls,	Vouchers as to completeness of suppor-	Duny
						Contracts & Remittances	ting documents, validity and correctness	
							of claims. Computed and deducted appli-	
							cable taxes, prepared Certificate of Tax	
B. MISCELLANEOUS A (other activities related to the							Withheld. Record particulars of Disburs	
							ment Vouchers in individual Index Card.	
			✓		LDDAP Disbursement	Submission of LDDAP	Sorted and Filled Disbursement Vouchers	Daily
D MICCELL ANEQUIC A	OTIV/ITIEO	l			Report	Disbursement Report	paid for submission to COA	i
		Foo outside of						
the targets)	DIVISION OF OR	nce outside of			Bank Reconcilliation	Submission of Monthly	prepared Monthly Bank Reconcilliation	Monthly
the targets)					Reports	Bank Reconcilliation	Reports submitted to COA.	
						Reports		
C. OTHER FUNCTIONS AI	ND DUTIES							
		ut of other						
	other activities not related to the division but of other designations, functions and concurrent capabilities)							
							00 a	

Verified by the Immediate Supervisor: MARICEL V. SUPLEO

Name: MARIA RESTIA G.	Type Nature Other Regular targets based on WFP TARGET - RELATED TIVITIES Nature Other Regular targets based on WFP TO # 2823-21 Travel Ord August 12 CENRO-Society Travel Ord August 12 CENRO-Society To # 2823-21 Travel Ord August 12 CENRO-Society TO # 2823-21 Travel Ord August 12 CENRO-Society TO # 2823-21 Travel Ord August 12 CENRO-Society						G	
Position: Administrative Aid	Type Nature Other Regular targets based on WFP OFFICE Work (indicate TO #) TO # 2823-21 Travel Orde August 12-1 CENRO-Soco					Division: MANAGEMEN	IT SERVICES	
		MOI	NTHLY A	CCOMPLI	SHMENT MONITO	RING FORM for AUG	UST 2021	
	Ту		Na	ture		Det	ails of the Activity	
		Regular targets based on		Work (indicate	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
				TO # 2823-21	Travel Order	To coordinate w/ Section	Coordinated with Section Chiefs and CENR	2 days
					August 12-13, 2021	Chiefs & CENR Officers	Officers regarding the Cash Utilization and	
ACTIVITIES					CENRO-Socorro and	regarding the Cash Utili-	various payables for 3rd quarter of CY 2020.	
					Roxas, Or. Mindoro	zation & various payables		
Roxas, Or. Mindoro zation & various payables for 3rd quarter of CY 2021.								
			for 3rd quarter of CY 2021.					
B. MISCELLANEOUS A	CTIVITIES	}						
(other activities related to the		ice outside of						
the targets)		-						
		}						
		+						
C. OTHER FUNCTIONS A		ŀ						
(other activities not related to								
designations, functions and co	oncurrent capa	ibilities)	*					
		İ						
							10-2 -	

Verified by the Immediate Supervisor: MAR/QEL W. SUPLEO

Name: MARIA RESTIA G.	MENDOZA					Section: ACCOUNTING		
Position: Administrative Ai	de VI					Division: MANAGEMEN	IT SERVICES	
		MONT	THLY ACC	COMPLISI	HMENT MONITOR	NG FORM for SEPTE	MBER 2021	
	Туре		Na	ture		Det	ails of the Activity	
	PBB to	Other Regular targets ased 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
			✓		Disbursement Vou-	479 TEVs, Mandatories	Received & processed of Disbursement	Daily
A. TARGET - RELATED					chers	and Supplies, Payrolls,	Vouchers as to completeness of suppor-	
ACTIVITIES						Contracts & Remittances	ting documents, validity and correctness	
ACTIVITIES							of claims. Computed and deducted appli-	
							cable taxes, prepared Certificate of Tax	
							Withheld. Record particulars of Disburs	
							ment Vouchers in individual Index Card.	
				TO#3175-22	Travel Order dated	To coordinate regarding	Coordinated with the CENRO personnel regar-	2 days
					Sept. 29-30, 2021	administrative matters.	ding administrative matters.	
					CENRO Roxas,Or.Mdo.			
		-	√		LDDAP Disbursement	Submission of LDDAP	Sorted and Filled Disbursement Vouchers	Daily
D 1410051 1 11150110 1	OTIV // T/FO	1			Report	Disbursement Report	paid for submission to COA	
•	Division or Office of	outside of			Bank Reconcilliation	Submission of Monthly	prepared Monthly Bank Reconcilliation	Monthly
trie targets)					Reports	Bank Reconcilliation	Reports submitted to COA.	
						Reports		
C. OTHER FUNCTIONS &	DUTIES							
	MISCELLANEOUS ACTIVITIES er activities related to the Division or Office out targets) OTHER FUNCTIONS & DUTIES							
							1200.	

Verified by the Immediate Supervisor: MARICELN. SUPLEO

Name: MARIA RESTIA G.	MENDOZA					Section: ACCOUNTING		
Position: Administrative Aid	de VI					Division: MANAGEMENT	Γ SERVICES	
		MOI	NTHLY A	CCOMPLI	SHMENT MONITO	RING FORM for OCTO	BER 2021	
	T	уре	Na	ture		Deta	ails 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
			✓		Disbursement Vou-	259 TEVs, Mandatories,	Received & processed of Disbursement	Daily
					chers	Supplies ,Payrolls, Con-	Vouchers as to completeness of suppor-	
						tracts and Remittances	ting documents, validity and correctness	
A. TARGET - RELATED							of claims. Computed and deducted appli-	
ACTIVITIES							cable taxes, prepared Certificate of Tax	
							Withheld. Record particulars of Disburs	
							ment Vouchers in individual Index Card.	
				TO # 3327-21	Travel Order	To coordinate with Section	Coordinated with Section Chiefs and CENR	2days
					Oct.28-29, 2021	Chiefs and CENR Officers	Officers regarding the Cash Utilization and	
					CENRO Roxas &	regarding the Cash Utiliza-	various payables for 4th quarter of CY 2021.	
					Socorro	tion and various payables		
						for 4th quarter of CY 2021		
			✓		LDDAP Disbursement	Submission of LDDAP	Sorted and Filled Disbursement Vouchers	Daily
B. MISCELLANEOUS A	CTIVITIES				Report	Disbursement Report	paid for submission to COA	
1	Division or Of	fice outside of						
the targets)					Bank Reconcilliation	Submission of Monthly	prepared Monthly Bank Reconcilliation	Monthly
					Reports	Bank Reconcilliation	Reports submitted to COA.	
						Reports		
C. OTHER FUNCTIONS &	DUTIES							
	GCELLANEOUS ACTIVITIES Controlling to the Division or Office outs							
							10.00	

Signature of the Employee: _____ Date Accomplished: _____

Verified by the Immediate Supervisor: MARICEL V. SUPLEO

Name: MARIA RESTIA G.						Section: ACCOUNTING		
Position: Administrative Aid	de VI					Division: MANAGEMENT SE	RVICES	
		MO	NTHLY A	CCOMPL	ISHMENT MONITO	ORING FORM for NOVEM	BER 2021	
	T	уре	Na	ture		Detail	s 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			1		Disbursement Vou-	266 TEVs, Mandatories ,	Received & processed of Disbursement	Daily
ACTIVITIES					chers	Supplies ,Payrolls, Contracts	Vouchers as to completeness of suppor-	
						and Remittances	ting documents, validity and correctness	
							of claims. Computed and deducted appli-	
							cable taxes, prepared Certificate of Tax	
							Withheld. Record particulars of Disburs	
							ment Vouchers in individual Index Card.	
			✓		LDDAP Disbursement	Submission of LDDAP	Sorted and Filled Disbursement Vouchers	Daily
B. MISCELLANEOUS A	CTIVITIES				Report	Disbursement Report	paid for submission to COA	
(other activities related to the	Division or Of	ffice outside of						
the targets)			✓		Bank Reconcilliation	Submission of Monthly	prepared Monthly Bank Reconcilliation	Monthly
					Reports	Bank Reconcilliation	Reports submitted to COA.	
						Reports		
C. OTHER FUNCTIONS A	ND DUTIES							
(other activities not related to	the division b	ut of other						
designations, functions and co	oncurrent cap	abilities)						

Signature of the Employee: _ Date Accomplished: ___

Verified by the Immediate Supervisor: MARICEL V. SUPLEO

Date Accomplished: _____

Name: MARIA RESTIA G.	MENDOZA					Section: ACCOUNTING		
Position: Administrative Ai	ide VI					Division: MANAGEMENT SE	ERVICES	
		МО	NTHLY	ACCOMP	LISHMENT MONIT	ORING FORM for NOVEN		
	T	уре		ature			Is 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			✓	TO # 4013-21	Travel Order	To coordinate with NGP Coor-	Coordinated with NGP Coordinators regar-	2 days
					November 24-26, 2021	dinators regarding the Liqui-	ding the Liquidation Reports to be submitted	
					CENRO Roxas and	dation Reports to be submitted	by LGUs for CY 2019 & 2020 in compliance	
					Socorro, Or. Mindoro	by LGUs for CY 2019 & 2020 in	with COA recommendations.	
						compliance with COA recom-		
						mendations.		
B. MISCELLANEOUS A (other activities related to the the targets)		ifice outside of						
C. OTHER FUNCTIONS A	ND DUTIES							
(other activities not related to		,						
designations, functions and co	oncurrent capa	abilities)						
Signature of the Employee:		Ngundoga	_		-	Verified by the Immediate Su	Pervisor: MARICEL V. SUPLEO	

Name: MARIA RESTIA G.	MENDOZA	Type Nature Other Regular targets based on WFP Office Work (indicate TO #) Disburser chers IDDAP Dispurser chers IDDAP Dispurser chers				Section: ACCOUNTING		
Position: Administrative Aid	de VI					Division: MANAGEMENT SE	RVICES	
		MC	NTHLY	ACCOMP	LISHMENT MONIT	ORING FORM for DECEM	BER 2021	
	Ty	уре	Na	ture		Detail	s of the Activity	
	PBB related	Regular targets based on		Work (indicate	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			√		Disbursement Vou-	787 TEVs, Mandatories ,	Received & processed of Disbursement	Daily
ACTIVITIES					chers	Supplies , Payrolls, Contracts	Vouchers as to completeness of suppor-	Dully
						and Remittances	ting documents, validity and correctness	
							of claims. Computed and deducted appli-	
							cable taxes, prepared Certificate of Tax	
							Withheld. Record particulars of Disburs	
							ment Vouchers in individual Index Card.	
			√		LDDAP Disbursement	Submission of LDDAP	Sorted and Filled LDDAP Disbursement	Daily
B. MISCELLANEOUS A					Report	Disbursement Report	Vouchers paid for submission to COA	
(other activities related to the	Division or Of	fice outside of						
the targets)					Bank Reconcilliation	Submission of Monthly	prepared Monthly Bank Reconcilliation	Monthly
					Reports	Bank Reconcilliation	Reports submitted to COA.	
						Reports		
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C. OTHER FUNCTIONS A								
(other activities not related to designations, functions and co		AND ADDRESS OF THE PARTY OF THE						
designations, functions and co	люшнен сар	abilities)						
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Signature of the Employee: ___ Date Accomplished: __

Verified by the Immediate Supervisor: MARICEL V. SUPLEO

Name: MARIA RESTIA G.	MENDOZA					Section: ACCOUNTING		
Position: Administrative Air	de VI					Division: MANAGEMENT SE	RVICES	
		MO	ONTHLY	ACCOMP	LISHMENT MONIT	ORING FORM for DECEM	BER 2021	
	Т	уре	Na	ture		Detail	s 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					Travel Order	To coordinate with the NGP site	Coordinated with the NGP Site Coordinators	3 days
ACTIVITIES					Dec. 14-16,2021	coordinators regarding the	regarding the status of claims of the remai-	3 days
					CENRO Roxas,Or.Mdo.	status of claims of the remaining	ning unpaid contractors of CY 2021.	
						unpaid contractors of CY 2021.	anpara contractors of of 2021.	
						•		
B. MISCELLANEOUS A	CTIVITIES							
(other activities related to the		fice outside of						
the targets)	DIVIDIOIT OF OT	nee dataide of						
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C. OTHER FUNCTIONS A		1						
(other activities not related to								
lesignations, functions and concurrent capabilities)								
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Date Accomplished:

Verified by the Immediate Supervisor: MARIOEL V. SUPLEO