

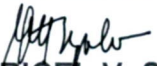

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

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

Date:

Reviewed by:	Date:	Approved by:	Date:
 MARICEL V. SUPLEO		 NESTOR N. CUASAY	
Accountant III/Chief Adm. and Finance Section		In-Charge, Management Services Division	

OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Budget Utilization Rate	100% Disbursement Vouchers processed with 100% accuracy and forwarded to PENRO Accountant within 4 hours and 30 minutes.	100% Disbursement Vouchers processed with 100% accuracy and forwarded to PENRO Accountant within 2 hours.		5.00	5.00	5.00	2,204 DV"s processed from July to December 2021.
Financial Statement	100% of Bank Reconciliation Report prepared and forwarded to PENRO Accountant on prescribed period of time.	100% of Bank Reconciliation Report prepared and forwarded to PENRO Accountant on prescribed period of time.		5.00	3.00	4.00	
Implementation of Good Governance conditions	100% submission of SALN to DENR Personnel Section	100% submission of SALN to DENR Personnel Section.					Rated on 1st semester
	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				VERY SATISFACTORY		
Comments and Recommendations for Development Purposes <i>Very responsible in doing her responsibilities. Can work independently.</i>						
Discussed with:		Assessed by:		Final Rating:		
Date:		I certify that I discussed my assessment of performance with the employee		Date:		Date:
<i>Maria Restia G. Menboza</i> MARIA RESTIA G. MENBOZA Administrative Aide VI		<i>Nestor N. Cuasay</i> NESTOR N. CUASAY In-charge, Mgt. Services Division		<i>Mary June F. Maypa</i> MARY JUNE F. MAYPA PENRO		FEB 08 2022
FEB 08 2022		FEB 08 2022		FEB 08 2022		FEB 08 2022
<i>Legend: 1- Quantity 2- Efficiency 3- Timeliness 4- Average</i>						

Name: MARIA RESTIA G. MENDOZA					Section: ACCOUNTING			
Position: Administrative Aide VI					Division: MANAGEMENT SERVICES			
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	✓				Disbursement Vou- chers	176 TEVs, Mandatories , Supplies ,Payrolls, Con- tracts & Remittances	Received & processed of Disbursement Vouchers as to completeness of suppor- 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.	Daily
	✓				IPCR	IPCR Rating January to June 2021 submit to Personnel Section.	Submitted IPCR Rating January to June 2021 submitted to Personnel Section.	2 days including the calibration of rating.
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		LDDAP Disbursement Report	Submission of LDDAP Disbursement Report	Sorted and Filled Disbursement Vouchers paid for submission to COA	Daily
					Bank Reconciliation Reports	Submission of Monthly Bank Reconciliation Reports	prepared Monthly Bank Reconciliation Reports submitted to COA.	Monthly
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)								

Signature of the Employee: Maria Restia G. Mendoza
 Date Accomplished: August 3, 2021

Verified by the Immediate Supervisor: MARICEL V. SUPLEO
 Accountant III/Chief Adm. & Finance Section

Name: MARIA RESTIA G. MENDOZA					Section: ACCOUNTING			
Position: Administrative Aide VI					Division: MANAGEMENT SERVICES			
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								
			✓		Disbursement Vouchers	288 TEVs, Mandatories , Supplies ,Payrolls, Contracts & Remittances	Received & processed of Disbursement Vouchers as to completeness of supporting documents, validity and correctness of claims. Computed and deducted applicable taxes, prepared Certificate of Tax	Daily
							Withheld. Record particulars of Disbursement Vouchers in individual Index Card.	
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		LDDAP Disbursement Report	Submission of LDDAP Disbursement Report	Sorted and Filled Disbursement Vouchers paid for submission to COA	Daily
					Bank Reconciliation Reports	Submission of Monthly Bank Reconciliation Reports	prepared Monthly Bank Reconciliation Reports submitted to COA.	Monthly
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)								

Signature of the Employee: M. Restia G. Mendoza
 Date Accomplished: Sept. 2, 2021

Verified by the Immediate Supervisor: MARICEL V. SUPLEO

Accountant III/Chief Adm. & Finance Section

Name: MARIA RESTIA G. MENDOZA					Section: ACCOUNTING			
Position: Administrative Aide VI					Division: MANAGEMENT SERVICES			
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				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	
					CENRO-Socorro and	regarding the Cash Utili-	various payables for 3rd quarter of CY 2020.	
					Roxas, Or. Mindoro	zation & various payables		
						for 3rd quarter of CY 2021.		
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 of other designations, functions and concurrent capabilities)								

Signature of the Employee: _____
 Date Accomplished: _____

Verified by the Immediate Supervisor: **MARICEL V. SUPLEO**
 Accountant III/Chief Adm. & Finance Section

Name: MARIA RESTIA G. MENDOZA					Section: ACCOUNTING			
Position: Administrative Aide VI					Division: MANAGEMENT SERVICES			
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								
			✓		Disbursement Vouchers	479 TEVs, Mandatories and Supplies, Payrolls, Contracts & Remittances	Received & processed of Disbursement Vouchers as to completeness of supporting documents, validity and correctness of claims. Computed and deducted applicable taxes, prepared Certificate of Tax Withheld. Record particulars of Disbursement Vouchers in individual Index Card.	Daily
				TO#3175-22	Travel Order dated Sept. 29-30, 2021	To coordinate regarding administrative matters.	Coordinated with the CENRO personnel regarding administrative matters.	2 days
					CENRO Roxas, Or. Mdo.			
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		LDDAP Disbursement Report	Submission of LDDAP Disbursement Report	Sorted and Filled Disbursement Vouchers paid for submission to COA	Daily
					Bank Reconciliation Reports	Submission of Monthly Bank Reconciliation Reports	prepared Monthly Bank Reconciliation Reports submitted to COA.	Monthly
C. OTHER FUNCTIONS & DUTIES								

Signature of the Employee: 
 Date Accomplished: Oct. 5, 2021

Verified by the Immediate Supervisor:  MARICELA N. SUPLEO

Accountant III/Chief Adm. & Finance Section

Name: MARIA RESTIA G. MENDOZA					Section: ACCOUNTING			
Position: Administrative Aide VI					Division: MANAGEMENT SERVICES			
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			✓		Disbursement Vou- chers	259 TEVs, Mandatories , Supplies ,Payrolls, Con- tracts and Remittances	Received & processed of Disbursement Vouchers as to completeness of suppor- ting documents, validity and correctness of claims. Computed and deducted appli- cable taxes, prepared Certificate of Tax	Daily
							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- tion and various payables	various payables for 4th quarter of CY 2021.	
					Socorro	for 4th quarter of CY 2021		
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		LDDAP Disbursement	Submission of LDDAP	Sorted and Filled Disbursement Vouchers	Daily
					Report	Disbursement Report	paid for submission to COA	
					Bank Reconcillation	Submission of Monthly	prepared Monthly Bank Reconcillation	Monthly
					Reports	Bank Reconcillation	Reports submitted to COA.	
C. OTHER FUNCTIONS & DUTIES								

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor:  MARICEL V. SUPLEO

Accountant III/Chief Adm. & Finance Section

Name: MARIA RESTIA G. MENDOZA					Section: ACCOUNTING			
Position: Administrative Aide VI					Division: MANAGEMENT SERVICES			
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								
			✓		Disbursement Vou- chers	266 TEVs, Mandatories , Supplies ,Payrolls, Contracts and Remittances	Received & processed of Disbursement Vouchers as to completeness of suppor- 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.	Daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		LDDAP Disbursement Report	Submission of LDDAP Disbursement Report	Sorted and Filled Disbursement Vouchers paid for submission to COA	Daily
			✓		Bank Reconciliation Reports	Submission of Monthly Bank Reconciliation Reports	prepared Monthly Bank Reconciliation Reports submitted to COA.	Monthly
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)								

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: **MARICEL V. SUPLEO**

Accountant III/Chief Adm. & Finance Section

Name: MARIA RESTIA G. MENDOZA					Section: ACCOUNTING			
Position: Administrative Aide VI					Division: MANAGEMENT SERVICES			
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								
			✓	TO # 4013-21	Travel Order	To coordinate with NGP Coordinators regarding the Liquidation Reports to be submitted by LGUs for CY 2019 & 2020 in compliance with COA recommendations.	Coordinated with NGP Coordinators regarding the Liquidation Reports to be submitted by LGUs for CY 2019 & 2020 in compliance with COA recommendations.	2 days
					November 24-26, 2021			
					CENRO Roxas and Socorro, Or. Mindoro			
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 of other designations, functions and concurrent capabilities)								

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor:  MARICEL V. SUPLEO

Accountant III/Chief Adm. & Finance Section

Name: MARIA RESTIA G. MENDOZA					Section: ACCOUNTING			
Position: Administrative Aide VI					Division: MANAGEMENT SERVICES			
MONTHLY ACCOMPLISHMENT MONITORING FORM for DECEMBER 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								
			✓		Disbursement Vou- chers	787 TEVs, Mandatories , Supplies , Payrolls, Contracts and Remittances	Received & processed of Disbursement Vouchers as to completeness of supporting documents, validity and correctness of claims. Computed and deducted applicable taxes, prepared Certificate of Tax Withheld. Record particulars of Disbursement Vouchers in individual Index Card.	Daily
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		LDDAP Disbursement Report	Submission of LDDAP Disbursement Report	Sorted and Filled LDDAP Disbursement Vouchers paid for submission to COA	Daily
					Bank Reconciliation Reports	Submission of Monthly Bank Reconciliation Reports	prepared Monthly Bank Reconciliation Reports submitted to COA.	Monthly
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)								

Signature of the Employee: M. Restia G. Mendoza

Date Accomplished: January 5, 2022

Verified by the Immediate Supervisor: MARICEL V. SUPLEO

Accountant III/Chief Adm. & Finance Section

Name: MARIA RESTIA G. MENDOZA	Section: ACCOUNTING
Position: Administrative Aide VI	Division: MANAGEMENT SERVICES

MONTHLY ACCOMPLISHMENT MONITORING FORM for DECEMBER 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								
					Travel Order	To coordinate with the NGP site	Coordinated with the NGP Site Coordinators	3 days
					Dec. 14-16,2021	coordinators regarding the	regarding the status of claims of the remain-	
					CENRO Roxas,Or.Mdo.	status of claims of the remaining	ning unpaid contractors of CY 2021.	
						unpaid contractors of CY 2021.		
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 of other designations, functions and concurrent capabilities)								

Signature of the Employee: M. Restia G. MendozaDate Accomplished: January 5, 2022Verified by the Immediate Supervisor: MARICEL V. SUPLEO

Accountant III/Chief Adm. & Finance Section