INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, REBECCA A. MENDOZA, of the Cashiering 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



Date:

		D. I.	TA	$\overline{}$			alc.	Data		
Reviewed by:		Date:	Approved by:	-				Date:		
MARICEL V. SU Accountant III/Chief, Administrat				-	N. CUASAY ment Services Di	ivision				
Accountant III/Chief, Administrat	T			,	TIETIL SELVICES DI	VISION	DA.	TING		
OUTPUT	Performance		Actor Accompli		40	Q1	E2	T3	A4	Remarks
Budget Utilization Rate	(Targets + Months 100% Disbursement vouch LDDAP-ADA prepared and within 1 hour	ners paid thru Check/	100% Disbursement vou		4.000	5.000	4.500			
Submission of Budget and Financial Accountability Reports (BFARs)	100% of Collections and De and forwarded to PEN prescribed period			er - N			4.500	3.000	3.750	
Implementation of Good Governance conditions	100% submission of SALN t Section on February 28, 202		100% submission of SALN Section on January 5, 2022		NR Administrative					RATED 1ST SEMESTER
	One (1) IPCR commitmer OPCR submitted to Adm prescribed period									RATED 1ST SEMESTER
Actions on Documents/Requests	100% documents acted up simple documents and complex documents upon re	15 working days for					4.500	5.000	4.750	
CATEGORY			OUTPUT				Ra	ting		
Total Overall Rating						-	13.00	13.00	13.00	
Final Average Rating						0.000	4.333	4.333	4.333	
Adjectival Rating						VE	RY SAT	SFACTO	RY	
Comments and Recommendations fo										
Discussed with:		Assessed by:				Final Rat	ting:			
	Date:		ssed my assessment of with the employee		Date:					Date:
REBECCA A: MENDOZA Administrative Aide VI	JAN V LOCAL				R N. CUASAY t. Services Division JAN 0 5 2022			E F. MAY	PA	JAN 0 5 2022
Legend: 1- Quantity 2- Effi	ciency 3- Timeliness	4- Average								

Name: REBECCA A. MEN	IDOZA					Section: CASHIER		
Position: Administrative A	ide VI					Division: MANAGEMEN	NT SERVICES	
		M	ONTHLY	ACCOM	PLISHMENT MONIT	ORING FORM for JU	LY 2021	
	Т	уре	_	ture			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
			✓		Disbursement Vou-	Mandatories, Contracts,	Prepared and issued checks.	Daily
					chers	Remittances	Prepared Advice of Checks Issued & Cancelled	·
						Payroll	Prepared FINDES of salaries of regular and	Monthly
							CTI personnel and prepared ACIC for LDDAP	
A. TARGET - RELATED								
ACTIVITIES								
					T 10.1			
				TO#21-2607	Travel Order		Assisted in he payment of wages of laborers	2 days
							in the repair of C-Roxas garage and payment	
							of labor in the site assessment and mapping	
							Delivered check payment of mandatories	
						the site assessment and		
						mapping		
						Deliver check payment		
						of mandatories		
		-						
B. MISCELLANEOUS A	CTIVITIES	-						
other activities related to the	Division or Off	ice outside of						
the targets)		-						

	✓	Disbursement Vouchers	Sorting, Filing and	Sorted, filed and compiled disbursement
			Compilation	vouchers for submission to COA
C. OTHER FUNCTIONS AND DUTIES				
other activities not related to the division but of other				
lesignations, functions and concurrent capabilities)		 +		
Signature of the Employee:			Verified by the Imme	ediate Supervisor: CEEJAY G. CRUZ

Date Accomplished: ____

Name: REBECCA A. MEN	DOZA					Section: CASHIER		
Position: Administrative Ai	de VI					Division: MANAGEMEN	NT SERVICES	
		MO	NTHLY A	CCOMPLI	SHMENT MONITO	RING FORM for AUG	SUST 2021	
	Т	уре	Na	ture		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
			,					
			✓		Disbursement Vou-	Mandatories , Supplies	Prepared and issued checks for 15 manda-	Daily
					chers	and Remittances	tories and remittances	
							Prepared Advice of Checks Issued and	
							Cancelled for mandatories, supplies and	
							remittances	
						Payroll	Prepared FINDES for payroll of regular and	Monthly
							CTI personnel	
							Prepared ACIC for LDDAP of Payroll Fund	
				TO#21-2784	Travel Order	Assist in the payment of	Assisted in the payment of wages of SMP	2 days
A. TARGET - RELATED						wages of SMP laborers	laborers	
ACTIVITIES						Bring checks of Job Order	Brought checks of Job Order salary and	
						salary and mandatories	mandatories	
							`	

-	_	 Official Receipt	Submission of Collection	Issued Official Receipt for Bid doc.	Daily
		Official Necespt	Report	Prepared List of Deposited Collections to DBP	Daily
B. MISCELLANEOUS ACTIVITIES				Prepared Report of Collection and Deposits	
(other activities related to the Division or Office outside of				to be submitted to COA	Monthly
the targets)	✓	Accountable Forms	Submission of Monthly	Prepared Monthly Report of Accountability	
			Report of Accountability	for Accountable Forms to be submitted to COA	Monthly
			for Accountable Forms		
C. OTHER FUNCTIONS AND DUTIES					
other activities not related to the division but of other					
designations, functions and concurrent capabilities)					
Signature of the Employee:			Verified by the Immedi	ate Supervisor: CEEJAY G. CRUZ	

In-charge, Cashiering Unit

Date Accomplished:

Name: REBECCA A. MEN	DOZA					Section: CASHIER		
Position: Administrative Ai	de VI					Division: MANAGEMEN	NT SERVICES	
		MON	THLY ACC	COMPLIS	HMENT MONITOR	ING FORM for SEPTE	MBER 2021	
	Т	уре	Na	ture		De	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
			√		Disbursement Vouchers	Mandatories, contract,	Prepared and issued checks for 28 supplies,	Daily
A. TARGET - RELATED						supplies, remittances	contract, mandatories and remittances	
ACTIVITIES							Prepared Advice of Checks Issued and	
							Cancelled for vouchers with issued checks	
						Payroll	Prepared FINDES for payroll of salaries of	Monthly
							regular and CTI personnel	
			✓		Official Receipts	Submission of Collection	Issued Official Receipts for Bid.docs and	Monthly
B. MISCELLANEOUS A	CTIVITIES					Report	refund of disallowances	
(other activities related to the		1					Prepared Report of Collections and Deposits	Monthly
the targets)	DIVISION OF OF	ince outside or					to be submitted to COA	
					Cash Receipt Record	Submission of Report of	Prepared Report of Cash Receipt Record and	Monthly
						Cash Receipt Record	Cash Receipt Register for submission to COA	
					Disbursement Vouchers	Sorting, Filing and	Sorted, filed and compiled Disbursement	2 days
					Disbursement vouchers	Recording	Vouchers for submission to COA	2 days
C. OTHER FUNCTIONS A	ND DUTIES						Recorded particulars at Check Register to be	Daily
		1					received by the payee	Daily
	her activities not related to the division but of other signations, functions and concurrent capabilities)							
		, and the second	✓	TO#21-2941	Travel Order	Assist in the disburse-	Assisted in the disbursement of Cash Advance	2 days
		l				ment of Cash Advances	Brought checks of mandatories	

		Bring checks of mandatories		
Signature of the Employee: Date Accomplished:	-	Verified by the Immediate Supervisor:	CEEJAY G. CRUZ	

Name: REBECCA A. MENI	DOZA					Section: CASHIER					
Position: Administrative Aid						Division: MANAGEMEN	T SERVICES				
		МО	NTHLY A	CCOMPLI	SHMENT MONITO	RING FORM for OCTO	BER 2021				
	Ty	уре	Na	ture	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			
			/		Disbursement Vouchers	Mandatories, Remittances	Prepared and issued checks for 32 mandato-	Daily			
			· ·		Disbursement vouchers	Supplies	ries, remittances and supplies	Daily			
						Заррпез	Prepared Advice of Checks Issued and				
							Cancelled for issued checks				
						Payroll	Prepared FINDES for payroll of salaries of	Monthly			
						T dyron	regular and CTI personnel	Wienithy			
							Prepared ACIC for LDDAP of Payroll Fund				
				TO#21-3179	Travel Order	Assist in the disbursement	Assisted in the disbursement of Cash Advance	2 days			
						of Cash Advance and bring	and bring check payment of mandatories at				
A. TARGET - RELATED						check payment of manda-	C-Roxas				
ACTIVITIES						tories at C-Roxas					
				TO#21-3190	Travel Order	Assist in the disbursement	Assisted in the disbursement of Cash	2 days			
						of Cash Advance	Advance of CENRO Roxas				
						Bring checks of manda-	Brought checks of mandatories				
						tories					

					T
					-
					-
	√	Official Receipts	Submission of Collection	Issued Official Receipt for Bid. Docs, refund	Daily
			Report	and performance bond	
B. MISCELLANEOUS ACTIVITIES				Prepared List of Collections and Deposits to	
other activities related to the Division or Office outside of				be deposited to Land Bank and DBP	
the targets)				Prepared Collection Report for submission	
				to COA	
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: CEEJAY G. CRUZ

Revised: February 22, 2016

Name: REBECCA A. MEN	IDOZA					Section: CASHIER		
Position: Administrative Ai						Division: MANAGEMENT S	EDVICES	
Position. Administrative Al	ide vi		AITIUN	A C C C A A D	ICUDATALT NACALIT			
					LISHMENT MONIT	ORING FORM for NOVEN		
	Т	уре	Na	ature		Detai	ils 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-	Mandatories, remittances	Prepared and issued checks for 25 supplies	Daily
					chers	Supplies, reimbursements	mandatories, remittances, reimbursements	Dully
						Cash advances	and cash advances	
							Prepared Advice of Checks issued and	
							Cancelled for mandatories, remittances, cash	
							advances	
						Payroll	Prepared FINDES for payroll of salaries and	Monthly
							year-end bonus of regular & CTI personnel	
							Prepared ACIC for LDDAP of payroll fund	
				TO#21-3457	Travel Order	Assist in the disbursement of	Assisted in the disbursement of Cash Advance	2 days
						Cash Advance of labor services	of labor services for the maintenance & pro-	·
						for the maintenance & protec-	tectionn of 2 has. Established arboretum &	
A. TARGET - RELATED						tion of 2 has. Established arbo-	labor services for mthe maintenance of	
ACTIVITIES						retum & labor services for the	CENRO Roxas garage	
						maintenance of C-Roxas garage		
				TO#21-3962	Travel Order	Assist in the disbursement of	Assisted in the disbursement of Cash Advance	2 days
						Cash Advance of labor services	of labor services for the repair & maintenance	
						for the repair & maintenance	of C-Roxas Wildlife Center & Year-End Bonus	
						of C-Roxas Wildlife Center &	and Cash Gift of separated personnel from the	
						Year-End Bonus & Cash Gift of	service for CY 2021; Brought checks of	
						separated personnel from the	mandatories	
						service for CY 202I; Bring checkss		
						of mandatories		

		T	T	T	T	T
		TO#21-4016	Travel Order	Bring checks of mandatories,	Brought checks of mandatories, supplies	3 days
				supplies and labor contracts	and labor contracts	
	✓		Official Receipt	Submission of Collection	Issued 27 Official Receipts for registration	Daily
				Report	fees and refund of overpayment	
B. MISCELLANEOUS ACTIVITIES					Prepared List of Deposits to be remitted to	
(other activities related to the Division or Office	outside of				DBP and Land Bank of the Phils.	Daily
the targets)					Reports submitted to COA.	
					Prepared Report of Collection and Deposits	Monthly
	✓		Accountable Forms	Submission of Monthly Report	Prepared and submitted Monthly Report of	
				of Accountability for Account-	Accountability for Accountable Forms to be	Monthly
				able Forms	submitted to COA	
C. OTHER FUNCTIONS AND DUTIES						
other activities not related to the division but of	other					
designations, functions and concurrent capabilit	ries)					
					/	

Signature of the Employee:

Date Accomplished:

Verified by the Immediate Supervisor: CEEJAY G. CRUZ

Name: REBECCA A. MENDOZA Section: CASHIER Position: Administrative Aide VI Division: MANAGEMENT SERVICES **MONTHLY ACCOMPLISHMENT MONITORING FORM for DECEMBER 2021** Type Nature Details of the Activity Other Type of Field Regular Document*/Activity **PBB** Office Work Action Taken (indicate the status of the Time targets Subject/Activity/Event (*indicate date and Work document/activity related (indicate Consumed based on time the document TO #) **WFP** received) 1 Disbursement Vou-Mandatories, Remittances and Prepared and issued 37 checks for mandato-Daily chers Cash Advances ries, remittances and cash advances Prepared Advice of Checks Issued and Cancelled for mandatories, remittances and Cash Advances Payroll Prepared FINDES for payroll of salaries and Monthly CNA of regular and CTI personnel Prepared ACIC for LDDAP of Payroll Fund Bring checks of mandatories Brought checks of mandatories, supplies TO#21-4159 Travel Order 3 days supplies and labor contracts and labor contracts Travel Order Bring checks of mandatories, Brought checks of mandatories, supplies TO#21-4132 3 days supplies and labor contracts and labor contracts A. TARGET - RELATED **ACTIVITIES**

			T		
MICCELL ANEQUE ACTIVITIES					
B. MISCELLANEOUS ACTIVITIES other activities related to the Division or Office outside of					
he targets)					
ne targets)					
	✓	Disbursement Vouchers	Sorting, filing and recording	Sorted, filed and compiled paid Disburse-	Daily
				ment vouchers to be submitted to COA	
				Recorded particulars at Check Register to be	
C. OTHER FUNCTIONS AND DUTIES				received by the payee	
other activities not related to the division but of other					
lesignations, functions and concurrent capabilities)	✓	Diabursement Voucher	Report of Checks Issued	Prepared Report of Checks Issued to be	Weekly
				submitted to COA	

Signature of the Employee:			
Date Accomplished:			

Verified by the Immediate Supervisor: CEEJAYG. CRUZ