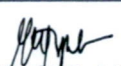



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

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

REBECCA A. MENDOZA
Administrative Aide VI

Date:


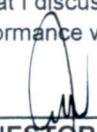

Reviewed by:	Date:	Approved by:	Date:
 MARICEL V. SUPLEO		 NESTOR N. CUASAY	
Accountant III/Chief, Administrative & Finance Section		In-charge, Management Services Division	

OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Budget Utilization Rate	100% Disbursement vouchers paid thru Check/LDDAP-ADA prepared and forwarded to Cashier within 1 hour	100% Disbursement vouchers paid thru Check/LDDAP-ADA prepared and forwarded to Cashier within 30 minutes		4.000	5.000	4.500	
Submission of Budget and Financial Accountability Reports (BFARs)	100% of Collections and Deposits Report prepared and forwarded to PENRO Accountant on prescribed period	Submitted on: July - Aug. 9; August - Sept. 3; September - Oct. 7; October - Nov. 12; November - Dec. 3; December - Jan. 5, 2022		4.500	3.000	3.750	
Implementation of Good Governance conditions	100% submission of SALN to DENR Administrative Section on February 28, 2021	100% submission of SALN to DENR Administrative Section on January 5, 2022					RATED 1ST SEMESTER
	One (1) IPCR commitment based on approved OPCR submitted to Administrative Section on prescribed period	One (1) IPCR commitment based on approved OPCR submitted to Administrative Section on April 28, 2021					RATED 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		4.500	5.000	4.750	

CATEGORY	OUTPUT	Rating			
Total Overall Rating		-	13.00	13.00	13.00
Final Average Rating		0.000	4.333	4.333	4.333
Adjectival Rating		VERY SATISFACTORY			

Comments and Recommendations for Development Purposes

Responsible in performing her duties.

Discussed with:	Date:	Assessed by:	Date:	Final Rating:	Date:
 REBECCA A. MENDOZA Administrative Aide VI	JAN 05 2022	I certify that I discussed my assessment of performance with the employee  NESTOR N. CUASAY In-charge, Mgt. Services Division	JAN 05 2022	 MARY JUNE F. MAYPA PENRO	JAN 05 2022

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

Name: REBECCA A. MENDOZA					Section: CASHIER			
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-	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	
				TO#21-2607	Travel Order	Assist in the payment of	Assisted in he payment of wages of laborers	2 days
						wages of laborers in the	in the repair of C-Roxas garage and payment	
						repair of C-Roxas garage	of labor in the site assessment and mapping	
						and payment of labor in	Delivered check payment of mandatories	
						the site assessment and		
						mapping		
					Deliver check payment			
					of mandatories			
B. MISCELLANEOUS ACTIVITIES								
(other activities related to the Division or Office outside of the targets)								

C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the division but of other designations, functions and concurrent capabilities)</i>					
	✓		Disbursement Vouchers	Sorting, Filing and Compilation	Sorted, filed and compiled disbursement vouchers for submission to COA

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: **CEEJAY G. CRUZ**

In-charge, Cashiering Unit

[illegible]

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>	✓		Official Receipt	Submission of Collection	Issued Official Receipt for Bid doc.	Daily	
				Report	Prepared List of Deposited Collections to DBP	Daily	
					Prepared Report of Collection and Deposits		
					to be submitted to COA	Monthly	
	✓		Accountable Forms	Submission of Monthly	Prepared Monthly Report of Accountability		
				Report of Accountability	for Accountable Forms to be submitted to COA	Monthly	
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the division but of other designations, functions and concurrent capabilities)</i>				for Accountable Forms			

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: **CEEJAY G. CRUZ**

In-charge, Cashiering Unit

Name: REBECCA A. MENDOZA					Section: CASHIER			
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	Mandatories, contract, supplies, remittances	Prepared and issued checks for 28 supplies, contract, mandatories and remittances	Daily
							Prepared Advice of Checks Issued and	
							Cancelled for vouchers with issued checks	
						Payroll	Prepared FINDES for payroll of salaries of regular and CTI personnel	Monthly
B. MISCELLANEOUS ACTIVITIES (other activities related to the Division or Office outside of the targets)			✓		Official Receipts	Submission of Collection Report	Issued Official Receipts for Bid.docs and refund of disallowances	Monthly
							Prepared Report of Collections and Deposits to be submitted to COA	Monthly
					Cash Receipt Record	Submission of Report of Cash Receipt Record	Prepared Report of Cash Receipt Record and Cash Receipt Register for submission to COA	Monthly
C. OTHER FUNCTIONS AND DUTIES (other activities not related to the division but of other designations, functions and concurrent capabilities)			✓		Disbursement Vouchers	Sorting, Filing and Recording	Sorted, filed and compiled Disbursement Vouchers for submission to COA	2 days
							Recorded particulars at Check Register to be received by the payee	Daily
			✓	TO#21-2941	Travel Order	Assist in the disbursement of Cash Advances	Assisted in the disbursement of Cash Advance	2 days
							Brought checks of mandatories	

			Bring checks of mandatories	
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Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: CEEJAY G. CRUZ

In-charge, Cashiering Unit

Name: REBECCA A. MENDOZA	Section: CASHIER
Position: Administrative Aide VI	Division: MANAGEMENT SERVICES

MONTHLY ACCOMPLISHMENT MONITORING FORM for OCTOBER 2021

[illegible]

B. MISCELLANEOUS ACTIVITIES <i>(other activities related to the Division or Office outside of the targets)</i>		✓		Official Receipts	Submission of Collection Report	Issued Official Receipt for Bid. Docs, refund and performance bond	Daily
						Prepared List of Collections and Deposits to be deposited to Land Bank and DBP	
						Prepared Collection Report for submission to COA	
C. OTHER FUNCTIONS AND DUTIES <i>(other activities not related to the division but of other designations, functions and concurrent capabilities)</i>							

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: **CEEJAY G. CRUZ**

In-charge, Cashiering Unit

Name: REBECCA A. MENDOZA	Section: CASHIER
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 Vouchers	Mandatories, remittances	Prepared and issued checks for 25 supplies	Daily
						Supplies, reimbursements	mandatories, remittances, reimbursements	
						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 &	
						tion of 2 has. Established arbo-	labor services for mthe maintenance of	
						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 2021; Bring checkss		
					of mandatories			

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

Signature of the Employee: _____

Date Accomplished: _____

Verified by the Immediate Supervisor: **CEEJAY G. CRUZ**

In-charge, Cashiering Unit

[illegible]

In-charge, Cashiering Unit