

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **CEEJAY G. CRUZ**, 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 January to December 2023.

CEEJAY G. CRUZ
Administrative Officer I

Date:

| | | | |
|--------------|-------------|--|-------------|
| Reviewed by: | Date: | Approved by: | Date: |
| | APR 27 2023 | MARICEL V. SUPLEO Chief, Management Services Division | APR 27 2023 |

| OUTPUT | Performance Indicators (Targets + Measures) | Actual Accomplishments | RATING | | | | Remarks |
|---|--|---------------------------|----------|---------|------------|---------|---------|
| | | | Quantity | Quality | Timeliness | Average | |
| General Administration and Support | | | | | | | |
| Submission of Disbursement Report | 12 Report of Advice to Debit Account Issued (RADAI) signed and submitted to the Accounting Section by the end of December 2023 | | | | | | |
| | 12 Report of Check Issued (RCI) signed and submitted to the Accounting Section every 10th day of the following month. | | | | | | |
| Disbursement of Collection | 100% Checks/LDDAP-ADA signed and forwarded to Chief, MSD/PENRO Officer for countersigning within 20 minutes. | | | | | | |
| | 100% Advice of Checks Issued and Cancelled (ACIC) prepared and submitted to bank by the end of December 2023 | | | | | | |
| | 12 Monthly Report of Collection submitted to Accounting Unit every 10th day of the succeeding month | | | | | | |
| Remittances 1. BIR 2. GSIS 3. PAGIBIG 4. PHILHEALTH | Timely remittance of GSIS, PAG-IBIG, and Philhealth contribution. | | | | | | |
| | Monthly employee remittance list remitted to BIR on the 10th day of the following month. | | | | | | |
| | Monthly employee remittance list remitted to GSIS on the 10th day of the following month. | | | | | | |
| | Monthly employee remittance list remitted to PAGIBIG on the 15th day of the following month. | | | | | | |
| | Monthly employee remittance list remitted to PHILHEALTH on the 15th day of the following month | | | | | | |
| Submission of Budget and Financial Accountability Reports (BFARs) | - 100 % Liquidation Report prepared and forwarded to PENRO Accountant within 30 days upon granting of Cash Advance | | | | | | |
| Implementation of Good Governance Conditions | 100% submission of SALN to DENR Personnel Section on February 28, 2023 | | | | | | |
| Preparation and submission of IPCR | One (1) IPCR commitment based on approved SPMS guidelines submitted to Admin Section on the prescribed period | | | | | | |
| | Two rated IPCR prepared and submitted to Administrative Unit on prescribe period. -July 2022 to December 2022 -January 2023 to June 2023 | | | | | | |

| OUTPUT | Performance Indicators (Targets + Measures) | Actual Accomplishments | RATING | | | | Remarks |
|---|--|-------------------------------------|---------------|----------------------|------------|---------|---------|
| | | | Quantity | Quality | Timeliness | Average | |
| Actions on Documents/Requests acted upon | 100% of referred documents acted upon -simple documents- 7 working days upon receipt by the office -complex documents - 15 working days upon receipt by the office | | | | | | |
| Attendance to Meetings/Workshops/Conferences | 100% of referred meetings/workshops/conferences attended with reports submitted to PENRO thru Chief MSD 7 days after attendance | | | | | | |
| Average Rating: | | | | | | | |
| | | | Rating | | | | |
| Total Overall Rating | | | | | | | |
| Final Average Rating | | | | | | | |
| Adjectival Rating | | | | | | | |
| Comments and Recommendations for Development Purposes | | | | | | | |
| | | | | | | | |
| Discussed with: | | Assessed by: | | Final Rating: | | | |
| | Date: | | Date: | | | Date: | |
| CEEJAY G. CRUZ | | MARICEL V. SUPLEO | | ALAN L. VALLE | | | |
| Administrative Officer I (Cashier) | | Chief, Management Services Division | | OIC-PENRO | | | |