



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **MARIA RESTIA G. MENDOZA**, **Administrative Aide VI**, of the **Finance and Administrative Section of the DENR-PENRO**, 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 - December 2023.

Ratee: 
MARIA RESTIA G. MENDOZA
Administrative Aide VI

Date: **APR 25 2023**

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

OUTPUT	Performance Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
			Quantity	Quality	Timeliness	Average	
Budget Utilization Rate	100% of Claims for Mandatories Expenses, Capital Outlay Contracts and Salaries and Wages of Personnel, reviewed, received recorded in Logbook, assigned DV number and forward DV with complete supporting documents, processed DV as to completeness of supporting documents, validity & correctness of claims, Computed & deducted applicable taxes, prepared Certificate of Tax Withheld and recorded particulars of DV in individual Index Card, prepared Journal Entry and forwarded to Accountant within 4 hours and 30 minutes.						
Financial Statement	100% of Bank Reconciliation Report prepared and forwarded to PENRO Accountant on prescribed period of time.						
Implementation of Good Governance conditions	One (1) SALN prepared and submitted to Admin based on Section 8 of RA 6713 on February 28, 2023						

Preparation and submission of IPCR	One (1) IPCR commitment based on approved OPCR submitted to the Admin Section on prescribed period. 2 Rated IPCR's prepared and submitted to Admin Section Rated January - June 2023 Rated July - December 2023					
Attendance to meetings/workshops conferences	100% of referred meetings/workshop/conferences attended with reports submitted to Chief Admin and Finance in seven (7) working days after attendance.					
Actions on Documents/Requests	100 % documents acted upon 7 working days for simple documents and 15 working days for complex documents upon receipt.					
CATEGORY		OUTPUT		Rating		
Total Overall Rating						
Final Average Rating						
Adjectival Rating						
Discussed with:		Assessed by:		Final Rating:		
	Date:	I certify that I discussed my assessment of performance with the employee	Date:			Date:
MARIA RESTIA G. MENDOZA		MARICEL V. SUPLEO		ALAN L. VALLE		
Administrative Aide VI		Chief Mgt. Services Division/Accountant III		OIC, PENRO		