

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RIZALINA D. MAGARRO**, of the BUDGET SECTION, FINANCIAL DIVISION, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measure for the period **January to June 2022**.

Rizalina D. Magarro
RIZALINA D. MAGARRO
 RATEE

Date: February 23, 2023

Reviewed by:

Date

Approved by:

Date

ASUNCION S. CRUZ
ASUNCION S. CRUZ
 Chief, Budget Section
 Immediate Supervisor

MARIVIC E. LOPEZ
MARIVIC E. LOPEZ
 Chief, Financial Division
 Division Chief

MFO/PAP

SUCCESS FACTOR (TARGET + MEASURE)

ACTUAL ACCOMPLISHMENT

RATING

REMARKS

Q1 E2 T3 A4

STRATEGIC PRIORITY

Output

CORE FUNCTION

Output 1

Prepared Obligation Request and Status(ORS) for MOOE (Utilities, Publication, Fidelity Bond, Subscription) and PS (Salaries, Remittances, RATA, Terminal Leave & other Incentives).

All claims are properly obligated, processed as to compliance with the policy and completeness of attachments.

Claims are processed within 30 minutes upon receipt of the claim in compliance with the policy and completeness of attachments.

5

4

4.5

Output 2

Prepared of Monthly, Quarterly Financial Accountability Report. (FAR1, FAR1-A)

Preparation of Monthly, Quarterly Consolidated Statement of Appropriation, Allotments, Obligations, Disbursements and Balances by object of expenditures under Fund 101.

Prepared Monthly, Quarterly Consolidated Statement of Appropriations, Allotments, Obligations, Disbursements and Balances by object of Expenditures under Fund 101. Accurate, submitted based on set deadline.

4

5

4.5

Output 3

Prepared Personal Services (PS) Budget Proposal for LTO-Sectoral Head Office

Preparation of briefing materials and budgetary requirements following the prescribed format. Complete Staff Work based on the set deadline.

Prepared briefing materials and budgetary requirements following the prescribed format. Complete Staff Work based on the set deadline.

4

5

4.5

Output 4

Coordination/Linkage with other Offices/Agencies/ Other Entities.

Coordination/Linkage entails proper representation of the Agency; complete and clear information is received and given in coordination; with very satisfactory feedback.

Coordination/Linkage done 30 minutes upon instruction or based on planned schedule.

5

4

4.5

Output 5

Encoded Budget Proposals in the OSBP-DBM website

Encode Budget Proposals in the OSBP-DBM website

Encoded Budget Proposals in the OSBP-DBM website within the given timeline.

5

4

4.5

SUPPORT FUNCTION

Output 6

Prepared Request of Special Budget of RA 8750 known as Seat Belt Use Act.

Gathering, compilation of documents needed in the preparation of request following the prescribed format.

Prepared and gathered documents needed in the preparation of special budget request, submitted immediately after instruction.

5

4

4.5

Output 7

Assist in the preparation of budgetary requirements for Congress and Senate Hearings

Final Average Rating

Preparation of materials and budgetary requirements following the prescribed format. Complete Staff Work based on the set deadline.

Prepared of materials and budgetary requirements following the prescribed format. Complete Staff Work based on the set deadline.

5

4

4.5

4.50

Comments and Recommendation for Development Purposes:

Discussed with:

Date

Assessed by:

Date

Final Ranking by:

Date

RIZALINA D. MAGARRO

Budget Officer III

Employee

I certify that I discussed my assessment of the performance with the employee.

ASUNCION S. CRUZ

Chief, Budget Section
Immediate SupervisorMARIVIC E. LOPEZ
Chief, Financial Division
Division Chief

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average