

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ARIEL P. YUZON, 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 2023.

*[Signature]*  
ARIEL P. YUZON  
Date: 2-27-23

Reviewed by:	Date	Approved by:	Date
<i>[Signature]</i> ASUNCION S. CRUZ Chief, Budget Section Immediate Supervisor		<i>[Signature]</i> MARIVIC E. LOPEZ Chief, Financial Division Division Chief	

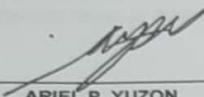
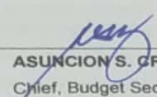
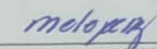
MFO/PAP	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q1	E2	T3	A4	

## STRATEGIC PRIORITY

Prepares Obligation Request and Status (ORS) for MOOE	All claims must be properly obligated, processed as to compliance with the policy and completeness of attachments						
Prepares Physical and Revenue Performance Reports	Preparation of monthly Physical and Revenue Performance reports should be accurate and complete following the prescribed format, Complete Staff Work (CSW) on or before the 10th of the following month						
Prepares Physical Report of Operation (BAR No. 1)	Preparation of quarterly Physical Report of Operation should be accurate and complete following the prescribed format, CSW on or before the 10th of the following quarter						
Prepares CY 2023 MFO Budget Matrix (FORM A) and Agency Performance Measures (FORM B)	Preparation of Annual Forms should be accurate and complete following the prescribed format, CSW on or before the prescribe deadline						

## CORE FUNCTION

Acts as Liaison Officer	All documents to be transmitted must be properly arrange ; no error						
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Assists in the Preparation of Briefing Materials for FY 2024 Budget Proposal	Preparation of Briefing Materials should be accurate and complete following the prescribed format, CSW on or before the prescribe deadline						
<b>SUPPORT FUNCTION</b>							
Receives and Logs Incoming and Outgoing Documents	Action with utmost courtesy and proper handling of documents with attachments noted, subject matter and origin correctly encoded in the Document Tracking System or recorded in the logbook; no error						
Filing of Documents	Documents to be sorted and filed without error; no missing document						
Coordination/Linkage with other Offices/ Agencies/Other Entities	Coordination/Linkage entails proper representation of the Department; complete and clear information is received and given in coordination; with very satisfactory feedback						
<b>FINAL AVERAGE RATING</b>							
<b>Comments and Recommendations for Development Purposes:</b>							
Discussed with:	Date	Assessed b	Date	Final Ranking by:	Date		
 ARIEL P. YUZON Administrative Officer II Employee	2-27-23	I certify that I discussed my assessment of the performance with the employee.  ASUNCION S. CRUZ Chief, Budget Section Immediate Supervisor		 MARIVIC E. LOPEZ Chief, Financial Division Division Chief			

Legend:

1 - Quality


2 - Efficiency

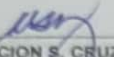

3 - Timeliness

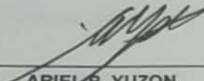

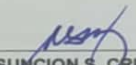
4 - Average

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ARIEL P. YUZON**, 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 July to December 2023.

  
**ARIEL P. YUZON**  
 Date: 2-27-24

Reviewed by:		Date	Approved by:		Date		
 <b>ASUNCION S. CRUZ</b> Chief, Budget Section Immediate Supervisor			 <b>MARIVIC E. LOPEZ</b> Chief, Financial Division Division Chief				
MFO/PAP	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q1	E2	T3	A4	
<b>STRATEGIC PRIORITY</b>							
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<b>CORE FUNCTION</b>							
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<b>FINAL AVERAGE RATING</b>						
<b>Comments and Recommendations for Development Purposes:</b>						
<b>Discussed with:</b>	<b>Date</b>	<b>Assessed b</b>	<b>Date</b>	<b>Final Ranking by:</b>	<b>Date</b>	
	2-27-23	I certify that I discussed my assessment of the performance with the employee.				
<b>ARIEL P. YUZON</b> Administrative Officer II		 <b>ASUNCION S. CRUZ</b> Chief, Budget Section		<b>MARIVIC E. LOPEZ</b> Chief, Financial Division		
Employee		Immediate Supervisor		Division Chief		

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average