

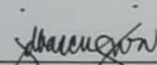
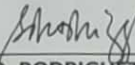

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JESSALYN ANNE D. BASCUGUIN**, of the LTO - CENTRAL OFFICE, ACCOUNTING 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 2022.

Jessalyn Anne D. Bascuguin
JESSALYN ANNE D. BASCUGUIN
 Accountant II

Date: 2/28/23

| Reviewed by: | | Date | Approved by: | | Date | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------|------|----------------|---------|
| <i>Sheila D. Rodriguez</i> SHEILA D. RODRIGUEZ Chief, Accounting Section | | | <i>Marivic E. Lopez</i> MARIVIC E. LOPEZ Chief, Financial Division | | | | |
| OUTPUT | Success Factor (Target + Measure) | Actual Accomplishment | RATING | | | | REMARKS |
| | | | Q ¹ | E ² | T | A ⁴ | |
| CORE FUNCTIONS | | | | | | | |
| 1. Supervision of Financial Controller Unit | Checks, reviews and supervises preparation/submission of all financial statements/reports as mandated by COA and DOTr | Checked, reviewed and supervised preparation/submission of all financial statements/reports as mandated by COA and DOTr with no revision and within the set deadline | 5 | | 5 | 5 | |
| 1. Preparation of Journal Entry Voucher (JEVs) for recording of all liquidation vouchers, collections, issuances and non-cash transactions for the month | Prepares 30 JEVs per month with complete & proper accounting entries and in appropriate format based on COA, DBM guidelines, signed and submitted to Chief Accountant with 1 revision | Prepared 189 JEVs in six (6) months | 5 | | 5 | 5 | |
| 2. Preparation of Monthly, Quarterly & Year End Financial Reports for LTO-SHO | Prepares Trial Balance for all funds after thorough analysis/checking and posting to General Ledger with 1 revision, submitted within the set deadline. Checks, reviews and evaluates prepared Report of Income within the day. | Prepared Trial Balance for all funds, with no revision submitted within the set deadline. | 5 | | 4 | 4.5 | |
| Trial Balance for All Funds | | Reviewed and Checked Report of Income and submitted to Chief Accountant for signature within the set deadline | | | | | |
| Report of Income | | | | | | | |
| 3. Plotting of Annual Combined Financial Statements | Plotting and organizing all necessary documents/files for the preparation of Year-end Financial Statements | Organized planning for the Preparation of Financial Statements to be able to submit within the set deadline and always adhere according to COA conditions | 4 | | 5 | 4.5 | |
| Statement of Financial Position | | | | | | | |
| Statement of Financial Performance | | | | | | | |
| Statement of Changes in Net Assets/Equity | | | | | | | |
| Notes to Financial Statements | | | | | | | |
| Restatement of Prior Years Financial Statements | | | | | | | |
| 4. Maintained General Ledgers of all Funds | Monthly updating of General Ledgers accurately and completely | Always updated and tallied with Trial Balance | 5 | | 5 | 5 | |

| OUTPUT | Success Factor (Target + Measure) | Actual Accomplishment | RATING | | | | REMARKS |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|
| SUPPORT FUNCTIONS | | | Q ¹ | E ² | T | A ⁴ | |
| 1. Preparation of Monthly Consolidated Statement of Expenditures for Fund 184 LTO-IT Infrastructure Project for submission to COA and DOTr | Monthly Submission of Consolidated Statement of Expenditures to be submitted to the Department of Transportation (DOTr) and COA and must be tallied with the General Ledger | Always submits monthly Consolidated Statement of Expenditures for Fund 184 to DOTr that is tallied with the General Ledger | 5 | | 5 | 5 | |
| Final Average Rating | | | 4.84 | | 4.84 | 4.84 | |
| Comments and Recommendation for Development Purposes | | | | | | | |
| Discussed With | | Date | Assessed by | Date | Final Ranking by | | Date |
|  JESSALYN ANNE D. BASCUGUIN Accountant II | | | I certify that I discussed my assessment of the performance with the employee.  SHEILA D. RODRIGUEZ Chief, Accounting Section | |  MARIVIC E. LOPEZ Chief, Financial Division | | |

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

Rating: 1 - Poor 2 - Unsatisfactory 3 - Satisfactory 4 - Very Satisfactory 5 - Outstanding