

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I JULIET A. ATIENZA, of Treasury Section, Financial Division commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2022.

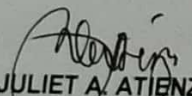
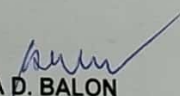

Ratee: [Signature]
 Date: February 27, 2023

Reviewed by:	Date:	Approved by:	Date:
<u>[Signature]</u> EUFRECINA D. BALON Chief, Treasury Section Immediate Supervisor	03/01/23	<u>[Signature]</u> MARIVIC E. LOPEZ Chief, Financial Division Head of Office	
MFO/PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATINGS
			REMARKS
STRATEGIC PRIORITY			Q1 E2 T3 A4
CORE FUNCTION			

PUT 1							
Preparation of Report of Collection and Deposits (RCD) for submission to Accounting Section	Prepares accurate Monthly Report of Collection and Deposits always done according to set conditions; 5 days after the end of the month	Prepared accurate Monthly Report of Collection and Deposits always done according to set conditions; 5 days after the end of the month	5		4	4.5	
PUT 2							
Preparation, reconciliation, submission of Report of Collections and Deposits to the Bureau of Treasury	Prepares, reconciles Report of Collection and Deposits without error and following a prescribed format for submission to the Bureau of Treasury, 5 days after the end of the month	Prepared, reconciled Report of Collection and Deposits without error and following a prescribed format for submission to the Bureau of Treasury, 5 days after the end of the month	5		4	4.5	
PUT 3							
Preparation of Abstract of Collections and Deposits for recording and preparation of deposit slip	Checks/balances all collections for the day tallied with the Daily Abstract of Collections after the end of day transactions; done with no revision	Checked/balanced all collections for the day tallied with the Daily Abstract of Collections after the end of day transactions; done with no revision	5		4	4.5	

OUTPUT 4

Cashiering	Receives exact payment of fees and charges from clients and issues appropriate official receipts with no error, 5 minutes upon receipt, with no error	Received exact payment of fees and charges from clients and issued appropriate official receipts with no error, 5 minutes upon receipt, with no error	5		4	4.5	
SUPPORT FUNCTION							
Final Average Rating							
Adjectival Rating						4.50	
Comments and Recommendation for Development Purposes :							VS

Discussed with :	Date :	Assessed by:	Date:	Final Ranking by:	Date:
 JULIET A. ATIENZA Administrative Officer I EMPLOYEE	Feb. 27, 2023	I certify that I discussed my assessment of the performance with the employee.  EUFRECINA D. BALON Chief, Treasury Section IMMEDIATE SUPERVISOR	03/01/23	 MARIVIC E. LOPEZ Chief, Financial Division DIVISION CHIEF	

1 : (1) QUALITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE