

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **VIRGINIA SANDRA P. CAACBAY**, of the TREASURY 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.

Virginia
VIRGINIA SANDRA P. CAACBAY
RATEE

Date: 28 February 2023

Reviewed by:	Date	Approved by:	Date
<i>Eufrecina</i> EUFRECINA D. BALON Chief, Treasury Section Immediate Supervisor	<i>02/28/23</i>	<i>Marivic</i> MARIVIC E. LOPEZ Chief, Financial Division Division Chief	<i>02/28/23</i>

MFO/PAP	SUCCESS FACTOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q1	E2	T3	A4	
STRATEGIC PRIORITY							
Recording/indexing of checks/LDDAP - all Funds	Records/indexes checks & LDDAP all Funds	Recorded/ indexed checks & LDDAP all Funds	4		4	4	
Verification of records and types certification.	Verification of records and types the required certification.	Verified records and typed the required certification	4		4	4	
Recording of checks/LDDAP to their respective Registry Books - all Funds	Records checks & LDDAP to their respective Registry Books all Funds, within the day the documents were received.	Recorded checks & LDDAP to their respective Registry Books - all Funds within the day the documents were received.	5		4	4.5	
CORE FUNCTION							
Recording / Indexing	Records/indexes payments made to suppliers/contractors, job orders and COS to their respective indexes.	Recorded/indexed payments made to suppliers/contractors, job orders and COS to their respective indexes	5		4	4.5	
Issuing Acknowledgement Receipts to suppliers / contractors such as Bidders' & Performance Bond.	Issues Acknowledgement Receipts to suppliers/contractors such as Bidders' & Performance Bond.	Issued Acknowledgement Receipts to suppliers/contractors such as Bidders' & Performance Bond	5		4	4.5	
SUPPORT FUNCTION							
Filing Documents	Sorts and files documents such as duplicate vouchers all Funds.	Sorted and filed documents such as duplicate vouchers all Funds.					
Reproduction / Photocopying of official documents	Reproduces/Photocopies of official documents and other materials without unnecessary wastage of toner and paper	Reproduced/Photocopied of official documents and other materials without unnecessary wastage of toner and paper					
Final Average Rating			23		20	4.30	

Comments and Recommendation for Development Purposes:

Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date
<i>Virginia</i> VIRGINIA SANDRA P. CAACBAY Administrative Aide VI Employee		I certify that I discuss my assessment of the performance with the employee <i>Eufrecina</i> EUFRECINA D. BALON Chief, Treasury Section Immediate Supervisor	<i>02/28/23</i>	<i>Marivic</i> MARIVIC E. LOPEZ Chief, Financial Division Division Chief	<i>02/28/23</i>
Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average					