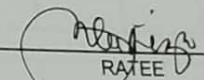
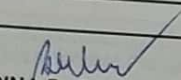
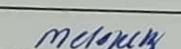


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

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 **January to June 2023**.

Reviewed by : 
RATEE
 Date: **February 27, 2023**

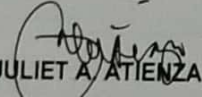
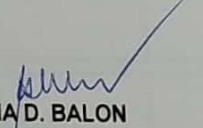

Reviewed by :		Date:	Approved by :		Date:
 EUFRECINA D. BALON Chief, Treasury Section Immediate Supervisor		03/01/23	 MARIVIC E. LOPEZ Chief, Financial Division Head of Office		
MFO/PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT		RATINGS	
				Q1	E2
				T3	A4
STRATEGIC PRIORITY					
CORE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

OUTPUT 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
OUTPUT 2					
Preparation, reconciliation, submission Report of Collections and Deposits (CD) 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
OUTPUT 3					
Checks/Balances Abstract of Collections the total collections for recording for 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	
						VS	

Comments and Recommendation for Development Purposes :

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	

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