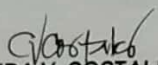
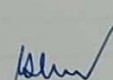
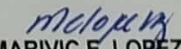


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I CARMINDA V. COSTALES, 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.

C. Costales
 RATEE
 Date: 2/27/23

Reviewed by :		Date:	Approved by :		Date		
<u>EUFRECINA D. BALON</u> Chief, Treasury Section Immediate Supervisor		03/01/23	<u>MARIVIC E. LOPEZ</u> Chief, Financial Division Head of Office				
MFO/PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATINGS				REMARK
			Q1	E2	T3	A4	
STRATEGIC PRIORITY							
CORE FUNCTION							
OUTPUT 1							
Cashiering	Receives exact payment of fees and charges from clients and issues appropriate official receipts, 7 minutes upon receipt with no error	Received exact payment of fees and charges from clients and issued appropriate official receipts accurately 5 minutes upon receipt with no error	5		5	5	
OUTPUT 2							
Deposits collections to LBP under BTR-LTO Clearing Account	Deposits all collections tallied against official receipts and deposit slips the next banking day before 12:00 noon; done with no revision	Deposited all collections tallied against official receipts and deposit slips intact the next banking day before 11:00 am; done with no revision	5		5	5	
OUTPUT 3							
Checks/Balances Abstract of Collections with the total collections for recording and 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	

Reviews, signs submission of Collections and Deposits to the Bureau of Treasury	Reconciles, review and signs Report of Collections and Deposits without error and following a prescribed format for submission to the Bureau of Treasury, 5 days after the end of the month; done with no revision	Reconciled, reviewed and signed Report of Collections and Deposits without error and following a prescribed format for submission to the Bureau of Treasury, 5 days after the end of the month; done with no revision	5		4	4.5	
OUTPUT 5							
Reviews, signs Monthly Report of Collections and Deposits (RCD) for submission to Accounting Section	Reviews, signs Monthly Report of Collections and Deposits always done according to set conditions, 5 days after the end of the month	Reviewed, signed Monthly Report of Collections and Deposits always done according to set conditions, 5 days after the end of the month	5		4	4.5	
SUPPORT FUNCTION							
Final Average Rating						4.70	
Adjectival Rating						VS	
Comments and Recommendation for Development Purposes :							
Discussed with :	Date :	Assessed by:	Date:	Final Ranking by:	Date:		
 CARMINDA V. COSTALES Administrative Officer V EMPLOYEE		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