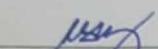



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RIZALINA D. MAGARRO**, of the BUDGET 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**.


RIZALINA D. MAGARRO
 RATEE

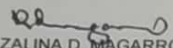
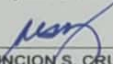

Date: February 23, 2023

Reviewed by:	Date	Approved by:	Date
 ASUNCION S. CRUZ Chief, Budget Section		 MARIVIC E. LOPEZ Chief, Financial Division	
Immediate Supervisor		Division Chief	

MFO/PAP	SUCCESS FACTOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q1	E2	T3	A4	
STRATEGIC PRIORITY							
Output							
CORE FUNCTION							
Output 1							
Prepared Obligation Request and Status(ORS) for MOOE (Utilities, Publication, Fidelity Bond, Subscription) and PS (Salaries, Remittances, RATA, Terminal Leave & other Incentives).	All claims are properly obligated, processed as to compliance with the policy and completeness of attachments.	Claims are processed within 30 minutes upon receipt of the claim in compliance with the policy and completeness of attachments.	5		4	4.5	
Output 2							
Prepared of Monthly, Quarterly Financial Accountability Report. (FAR1, FAR1-A)	Preparation of Monthly, Quarterly Consolidated Statement of Appropriation, Allotments, Obligations, Disbursements and Balances by object of expenditures under Fund 101.	Prepared Monthly, Quarterly Consolidated Statement of Appropriations, Allotments, Obligations, Disbursements and Balances by object of Expenditures under Fund 101. Accurate, submitted based on set deadline.	4		5	4.5	
Output 3							
Prepared Personal Services (PS) Budget Proposal for LTO-Sectoral Head Office	Preparation of briefing materials and budgetary requirements following the prescribed format. Complete Staff Work based on the set deadline	Prepared briefing materials and budgetary requirements following the prescribed format. Complete Staff Work based on the set deadline.	4		5	4.5	
Output 4							
Coordination/Linkage with other Offices/Agencies/ Other Entities.	Coordination/Linkage entails proper representation of the Agency; complete and clear information is received and given in coordination; with very satisfactory feedback.	Coordination/Linkage done 30 minutes upon instruction or based on planned schedule.	5		4	4.5	
Output 5							
Encoded Budget Proposals in the OSBP-DBM website	Encode Budget Proposals in the OSBP-DBM website	Encoded Budget Proposals in the OSBP-DBM website within the given timeline.	5		4	4.5	

SUPPORT FUNCTION							
Output 6							
gv							
as Seat Belt Use Act.	Gathering, compilation of documents needed in the preparation of request following the prescribed format.	Prepared and gathered documents needed in the preparation of special budget request, submitted immediately after instruction.	5		4	4.5	
Final Average Rating						4.50	

Comments and Recommendation for Development Purposes:

Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date
 RIZALINA D. MAGARRO Budget Officer III		I certify that I discussed my assessment of the performance with the employee.  ASUNCION S. CRUZ Chief, Budget Section		 MARIVIC E. LOPEZ Chief, Financial Division	
Employee		Immediate Supervisor		Division Chief	

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