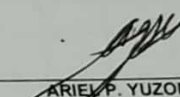
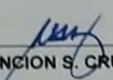
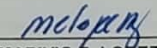


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

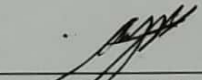


I, **ARIEL P. YUZON**, of the BUDGET SECTION, FINANCIAL DIVISION, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measure for the period January to June 2022.


ARIEL P. YUZON
 Date: 2-27-23

Reviewed by:		Date	Approved by:		Date		
 ASUNCION S. CRUZ Chief, Budget Section Immediate Supervisor			 MARIVIC E. LOPEZ Chief, Financial Division Division Chief				
MFO/PAP	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	RATING				REMARK
			Q1	E2	T3	A4	
STRATEGIC PRIORITY							
Prepared Obligation Request and Status (ORS) for MOOE	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	4		5	4.5	
Prepared Physical and Revenue Performance Reports	Preparation of monthly Physical and Revenue Performance reports should be accurate and complete following the prescribed format, Complete Staff Work (CSW) on or before the 10th of the following month	Preparation of monthly Physical and Revenue Performance reports are accurate and complete following the prescribed format, CSW on or before the deadline	5		4	4.5	
Prepared Physical Report of Operation (BAR No. 1)	Preparation of quarterly Physical Report of Operation should be accurate and complete following the prescribed format, CSW on or before the 10th of the following quarter	Preparation of quarterly Physical Report of Operation are accurate and complete following the prescribed format, CSW on or before the deadline	5		4	4.5	
Prepared CY 2023 MFO Budget Matrix (FORM A) and Agency Performance Measures (FORM B)	Preparation of Annual Forms should be accurate and complete following the prescribed format, CSW on or before the prescribe deadline	Preparation of Annual Forms are accurate and complete following the prescribed format, CSW on or before the prescribe deadline	5		4	4.5	
CORE FUNCTION							
Acts as Liaison Officer	All documents to be transmitted are properly arrange ; no error	Documents to be transmitted are release within the same day	5		5	5	

Assisted in the Preparation of Briefing Materials for FY 2023 Budget Proposal	Preparation of Briefing Materials should be accurate and complete following the prescribed format, CSW on or before the prescribe deadline	Preparation of Briefing Materials are accurate and complete following the prescribed format, CSW on or before the prescribe deadline	5	4	4.5	
Prepares (BP Form 205) - List of Actual Retirees to be Paid FY 2023	Preparation of Annual BP Forms should be accurate and complete following the prescribed format, CSW on or before the prescribe deadline	Preparation of Annual Budget Proposals are accurate and complete following the prescribed format, CSW on or before the prescribe deadline	5	4	4.5	
SUPPORT FUNCTION						
Received and Logs Incoming and Outgoing Documents	Action with utmost courtesy and proper handling of document with attachments noted, subject matter and origin correctly encoded in the Document Tracking System or recorded in the logbook; no error	All documents received and released within the day are encoded or recorded on the same day; no error	5	5	5	
Filing of Documents	Documents sorted and filed without error; no missing document	Documents filed within the prescribed deadline	5	5	5	
Coordination/Linkage with other Offices/ Agencies/Other Entities	Coordination/Linkage entails proper representation of the Department; 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	
FINAL AVERAGE RATING					4.65	

Comments and Recommendations for Development Purposes:

Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date
 ARIEL P. YUZON Administrative Officer II Employee	2-27-23	I certify that I discussed my assessment of the performance with the employee.  ASUNCION S. CRUZ Chief, Budget Section Immediate Supervisor		 MARIVIC E. LOPEZ Chief, Financial Division Division Chief	

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