



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **VITTORIO GOFREY P. ATIENZA**, 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.




VITTORIO GOFREY P. ATIENZA
RATEE

Date: 28 February 2023

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

MFO/PAP	SUCCESS FACTOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q1	E2	T3	A4	
STRATEGIC PRIORITY							
Deposits collection to LBP under BTR-LTO Clearing Account	Collection tallies against official receipt and deposit slips	All collections are deposited intact the next banking day before 12:00 noon	5		4	4.5	
Prepares of Certificate of tax withheld at source (EVT, EWT) of all contractor & supplier of LTO for submission to BIR	Prepares complete, accurate and reconciled Withholding Tax Certificate within 20 minutes after receipt of signed checks, LDDAP-ADA, with no error	Prepared complete, accurate and reconciled Withholding Tax Certificate within 20 minutes after receipt of signed checks, LDDAP-ADA, with no error	5		4	4.5	
Prepares Check Disbursement within the, with no day, with no error (Fund 101)	Prepares Cash Disbursement within the day, with no error (Fund 101)	Prepared Cash Disbursement within the day, with no error (Fund 101)	5		4	4.5	
CORE FUNCTION							
Cashiering	Receives exact payment of fees and charges from clients and issues appropriate official receipts within 5 minutes, with no error	Received exact payment of fees and charges from clients and issues appropriate official receipts within 5 minutes, with no error	5		4	4.5	
Prepares / Checks / Reconciles Alphalist of taxes withheld	Prepares complete, accurate and reconciled Alphalist, to be submitted on or before Jan. 31 of the following year, with no error	Prepared complete, accurate and reconciled Alphalist, to be submitted on or before Jan. 31 of the following year, with no error	5		5	5	
SUPPORT FUNCTION							
Filing Documents	Sorts and files documents such as Vouchers and LDDAP-ADA without error, no missing	Sorted and filed documents such as Vouchers and LDDAP-ADA without error, no missing				0	
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				0	
Final Average Rating						4.60	

Comments and Recommendation for Development Purposes:

Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date
 VITTORIO GOFREY P. ATIENZA Administrative Officer III Employee		 EUFRECINA D. BALON Chief, Treasury Section Immediate Supervisor	02/28/23	 MARIVIC E. LOPEZ Chief, Financial Division Division Chief	02/28/23

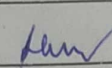
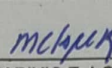
Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

I, VITTORIO GOFREY P. ATIENZA, 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 January to June 2022.

VITTORIO GOFREY P. ATIENZA

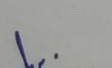
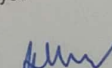

RATEE

Date: 28 February 2023

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

MFO/PAP	SUCCESS FACTOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q1	E2	T3	A4	
STRATEGIC PRIORITY							
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CORE FUNCTION							
Cashiering	Receives exact payment of fees and charges from clients and issues appropriate official receipts within 5 minutes, with no error	Received exact payment of fees and charges from clients and issues appropriate official receipts within 5 minutes, with no error	5		4	4.5	
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SUPPORT FUNCTION							
Filing Documents	Sorts and files documents such as Vouchers and LDDAP-ADA without error, no missing	Sorted and filed documents such as Vouchers and LDDAP-ADA without error, no missing				0	
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				0	
Final Average Rating						4.60	

Comments and Recommendation for Development Purposes:

Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date
 VITTORIO GOFREY P. ATIENZA Administrative Officer III Employee		I certify that I discuss my assessment of the performance with the employee  EUFRECINA D. BALON Chief, Treasury Section Immediate Supervisor	02/28/23	 MARIVIC E. LOPEZ Chief, Financial Division Division Chief	02/28/23

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