

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I JENNET L. INFANTE, 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 2022.

J. Infante
RATER
Date: 2-27-2023

Reviewed by :	Date:	Approved by :	Date:
<u>EUFRECINA D. BALON</u> Chief, Treasury Section Immediate Supervisor	<u>03/01/23</u>	<u>MARIVIC E. LOPEZ</u> Chief, Financial Division Head of Office	

MFO/PAP

SUCCESS FACTOR (Target + Measure)

ACTUAL ACCOMPLISHMENT

RATINGS

REMARKS

Q1

E2

T3

A4

STRATEGIC PRIORITY

CORE FUNCTION

OUTPUT 1

Printing/Sorting/Filing of automated official receipts

Prints, sorts and files automated official receipts without error, no missing or's, 20 minutes per every 50 or's; without error and no missing or's

Printed, sorted and filed automated official receipts without error, no missing or's, 20 minutes for every 50 or's; without error and no missing or's

5

4

4.5

OUTPUT 2

Segregate and files Abstract of Collection

Segregates and files Abstract of Collection after the end of day transaction without error

Segregated and files Abstract of Collection after the end of day transaction; without error

Q

E

T

A

4

4

4

OUTPUT 3

SUPPORT FUNCTION					
OUTPUT 1					
Cashiering	Receives exact payment of fees and charges from clients and issues appropriate official receipts, 5 minutes upon receipt with no error	Received exact payment of fees and charges from clients and issued appropriate official receipts, 5 minutes upon receipt with no error	5	5	5
Final Average Rating				4.50	
Adjectival Rating				VS	
Comments and Recommendation for Development Purposes :					
Discussed with :					
Date : 2-27-23	Assessed by:	Date:	Final Ranking by:	Date:	
JENNET L. INFANTE Emergency Helper 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		
2-27-2023					

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