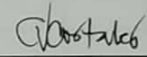
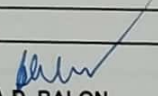

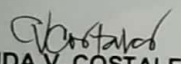
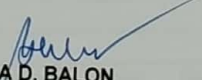



## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

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 January to June 2022.

  
 RATEE  
 Date: 7/27/23

Reviewed by :		Date:	Approved by :		Date		
 <b>EUFRECINA D. BALON</b> Chief, Treasury Section Immediate Supervisor		03/01/23	 <b>MARIVIC E. LOPEZ</b> Chief, Financial Division Head of Office				
MFO/PAP	SUCCESS FACTOR (Target + Measure)	ACTUAL ACCOMPLISHMENT	RATINGS				REMARKS
			Q1	E2	T3	A4	
<b>STRATEGIC PRIORITY</b>							
<b>CORE FUNCTION</b>							
<b>OUTPUT 1</b>							
<b>Cashiering</b>	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	
<b>OUTPUT 2</b>							
<b>Deposits collections to LBP under BTR-LTO Clearing Account</b>	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	
<b>OUTPUT 3</b>							
<b>Checks/Balances Abstract of Collections with the total collections for recording and for preparation of deposit slip</b>	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	

Reconciliation, reviews, signs submission of Report of Collections and Deposits (RCD) 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	
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:	
 <b>CARMINDA V. COSTALES</b> Administrative Officer V EMPLOYEE		I certify that I discussed my assessment of the performance with the employee.   <b>EUFRECINA D. BALON</b> Chief, Treasury Section IMMEDIATE SUPERVISOR		03/01/23	 <b>MARIVIC E. LOPEZ</b> Chief, Financial Division DIVISION CHIEF			
Legend : ( 1) QUALITY (2) EFFICIENCY (3) TIMELINESS (4) AVERAGE								