

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JANIS C. TAPAR**, 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 2023.

Janis Tapar
JANIS C. TAPAR

Date: _____

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

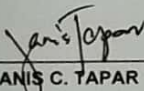


MFO/PAP	SUCCESS FACTOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
			Q1	E2	T3	A4	

STRATEGIC PRIORITY

Output 1							
DBM Online Submission	Encode actual obligation/budget proposal in URS website within the specified deadline.					0	
Output 2							
Statement of Allotments, Obligations and Balances (SAOB) for the preparation of Budget Financial Accountability Reports (BFARs 1, 1A & 1B) of LTO-SHO	Data and reports encoded and printed properly, accurately and neatly; no error					0	
Output 3							
Preparation of Sub-Allotment Release Orders and Fund Transfers to Regional Offices	Preparation should be accurate and complete following the prescribe format					0	

CORE FUNCTION						
Output 4						
Summary Performance Monthly Report (SPMR) of Appropriations, Obligations and Disbursements	Preparation of monthly SPMR should be accurate and complete				0	
Output 5						
Prepared Obligation Request and Status (ORS) for Fuel, Landline and Internet under MOOE	All claims are properly obligated, processed as to compliance with the policy and completeness of attachments				0	
SUPPORT FUNCTION						
Output 6						
Filed Documents	Documents sorted and filed without error; no missing documents				0	
Output 7						
Received and Logs Incoming and Outgoing Documents	Action with utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded in the Document Tracking System or recorded in the logbook; no error				0	
Final Average Rating					0.00	

Comments and Recommendation for Development Purposes:

Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date
 JANIS C. TAPAR Administrative Aide VI Employee		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	

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JANIS C. TAPAR**, 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 2023.

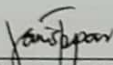
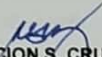

Janis C. Tapar
JANIS C. TAPAR

Date: _____

Reviewed by:		Date	Approved by:		Date	
<i>ASUNCION S. CRUZ</i>			<i>MARIVIC E. LOPEZ</i>			
ASUNCION S. CRUZ Chief, Budget 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						
Output 1						
DBM Online Submission		Encode actual obligation/budget proposal in URS website within the specified deadline.				0
Output 2						
Preparation of Allotments, Obligations and Balances (SAOB) for the preparation of Budget Financial Accountability Reports (BFARs 1, 1A & 1B) of LTO-SHO		Data and reports encoded and printed properly, accurately and neatly; no error				0
CORE FUNCTION						
Output 3						
Summary Performance Monthly Report (SPMR) of Appropriations, Obligations and Disbursements		Preparation of monthly SPMR should be accurate and complete				0

Output 4							
Prepared Obligation Request and Status (ORS) for Fuel, Landline and Internet under MOOE	All claims are properly obligated, processed as to compliance with the policy and completeness of attachments					0	
Output 5							
Budget Accountability Report on Physical Operation (BAR No. 1 - Quarterly Physical Report of Operation)	Preparation of quarterly BAR 1 should be accurate and complete following the prescribe format, complete staff work, submits on or before the 30th of the following month.					0	
SUPPORT FUNCTION							
Output 6							
Filing Documents	Documents sorted and filed without error; no missing documents					0	
Output 7							
Received and Logs Incoming and Outgoing Documents	Action with utmost courtesy and proper handling of documents, with attachments noted, subject matter and origin correctly encoded in the Document Tracking System or recorded in the logbook; no error					0	
Final Average Rating						0.00	

Comments and Recommendation for Development Purposes:

Discussed with:	Date	Assessed by:	Date	Final Ranking by:	Date
 JANIS C. TAPAR Administrative Aide VI Employee		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	

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