

NATIONAL IRRIGATION ADMINISTRATION

Strategic Performance Management System (SPMS)
Individual Performance Commitment and Review (IPCR)
PANGASINAN IRRIGATION MANAGEMENT OFFICE

I, JANINE L. CALARAGA, CASHIERING ASSISTANT, ADMINISTRATIVE & FINANCE SECTION, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY TO JUNE, 2021.

JANINE L. CALARAGA
Ratee

JAN 02 2021

Date

Date:

JAN 02 2021

ENGR. ANGELITO S. MIGUEL
Regional Manager A

ENGR. GAUDENCIO M. DE VERA
Division Manager A, Pangasinan IMO

MFO/PAP	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			O ¹	E ²	T ³	A ⁴	
PRIORITY/THEMES	(1)	(2)	(3)	(4)	(5)	(6)	(7)
FUNCTIONS (70%)	To Prepare Report of Check Issued / Cash in Bank / Cash Disbursement of the Following Funds:						
	1. Fund 501 LPPS - 15	Fund 501 LPPS - 21 Reports	4.10	5.00	4.10	4.40	
	2.Fund 501 COB - 12	Fund 501 COB - 18 Reports	4.30	4.50	4.20	4.33	
	3.Fund 501 CAPITAL OUTLAY - 8	Fund 501 CAPITAL OUTLAY -10 Reports	4.40	4.50	4.40	4.43	
	4.Fund 501 SUBSIDY NIS RIP - 10	Fund 501 SUBSIDY NIS RIP - 12 Reports	4.20	4.10	4.10	4.13	
	5.Fund 501 O & M COST - 8	Fund 501 O & M COST - 12	4.40	4.10	4.50	4.33	
	6.Fund 501 CARP - 12	Fund 501 CARP - 18 Reports	4.20	4.10	4.20	4.17	

MFO/PAP	SUCCESS INDICATOR (TARGET + MEASURE)	ACTUAL ACCOMPLISHMENTS	Q ¹	E ²	T ³	A ⁴	REMARKS
(1)	(2)	(3)	(4)				(5)
7.Fund 102 NISRP PC - 8	Fund 102 NISRP PC - 12 Reports	4.40	4.10	4.10	4.10	4.20	
8.Fund TRUST - 8	Fund TRUST - 12 Reports	4.40	4.20	4.10	4.10	4.23	
9.Sort & Segregate 600 Paid Vouchers & 40 Payrolls	522 Paid Vouchers & 60 Payrolls	4.20	4.20	4.20	4.20	4.20	
10.Provide an advance copy of various vouchers & payrolls for Abstract Report (590 Abstract)	698 Abstract Report	4.20	4.30	4.50	4.33		
11.Stamp "Paid" all paid vouchers of Various funds - 590 Vouchers	800 Paid Vouchers	4.30	4.40	4.30	4.33		
12.Stamp "Paid" all payrolls including other attachments of Various funds - 14 Payrolls	25 Personal Services	4.10	4.40	4.40	4.30		
13.Stamp DV number on each attachments of various funds - 600 Paid Vouchers	Stamp DV number on each attachments of various funds - 800 Paid Vouchers	4.10	4.30	4.30	4.23		
f (Core Functions 70%)						4.28	3.00
FUNCTIONS (30%)		1.Release / prepared checks to various checks respective payee (300 Checks)	4.30	4.30	4.10	4.23	
FUNCTIONS (30%)	2.Prepare endorsement letter to Landbank requesting ATM for wages (3 endorsement letter)	4.10	4.10	4.10	4.10		
	3.Receive & Dissiminate various documents through Tracking System (500 Vouchers)	4.20	4.10	4.20	4.17		
f (Support Functions 30%)		4.Act as Unit Document Controller	4.10	4.10	4.10	4.15	1.25
AGE RATING						4.21	Very Satisfactory (VS)

National Ingestion Administration
Strategic Performance Management System (SPMS)
Individual Performance Commitment and Review (IPCR)

I, JANINE L. GALARAGA, Data Encoder of Administrative & Finance Section, Pangasinan IMO, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY TO DECEMBER, 2020.

JANINE L. GALARAGA
Date

Reviewed by:

Date:

Approved by:

Date:

JUL 01 2020

ENGR. GAUDENCIO M. DE VERA
Division Manager, Pangasinan IMO

JUL 01 2020

ENGR. ANGELITO S. MIGUEL
Regional Manager

RATING

REMARKS

(1)

(2)

(3)

(4)

(5)

STRATEGIC
PRIORITY/THEMES

MFO/PAP
SUCCESS INDICATOR
(MARKERS + MEASURES)

ACTUAL ACCOMPLISHMENTS

Q1 Q2 Q3 Q4

A+

Encoding / Recording of Report of
to encode different funds of 150 paid
Check issued
vouchers

encoded different funds of 356 paid vouchers

4.60 4.00 4.20 4.26

CORE FUNCTIONS (70%)

Encoding / Recording of Cash
Disbursement Report

encoded 85 Personal Services

4.50 4.50 4.50 4.50

Encoding of Report Collection / Cash
Receipts

encoded 170 Report of Collection / 170 Cash
Receipt / deposit

4.00 4.60 4.10 4.23

Sorting Paid Vouchers / Personal
Services

110 sorted Personal Services

4.30 4.20 4.10 4.20

SUPPORT FUNCTIONS (30%)

Update All Funds Report of Check
Issued & Cash Disbursement from time
to time

Accomplished

4.70 4.10 4.00 4.26

Encoding of Cash in bank per system

Accomplished

4.50 4.20 4.10 4.26

FINAL AVERAGE RATING

4.37

Comments and Recommendations for Development Purposes

Legend:

Q1 - Quality
E1 - Efficiency
T1 - Timeliness
A+ - Average

Rating Scale:

5.00
4.00 - 4.99
3.00 - 3.99
2.00 - 2.99
1.00 - 1.99

Adjective
Outstanding (O) - target exceeded by 30 %
Very Satisfactory (VS) - target exceeded by 15 % to 29 %
Satisfactory (S) - met 100 % to 114 % target
Unsatisfactory (US) - only met 51 % to 99 % target
Poor (P) - failed to deliver most target by 50 % and below

JANINE L. GALARAGA
Data Encoder

JUL 01 2020

ENGR. GAUDENCIO M. DE VERA
Division Manager, Pangasinan IMO

JUL 01 2020

ENGR. ANGELITO S. MIGUEL
Regional Manager

JUL 01 2020

National Inflation Administration
Strategic Performance Management System (SPMS)
Individual Performance Commitment and Review (IPCR)

1. JANINE L. GALARAGA, Data Encoder of Administrative & Finance Section, Pangasinan IMO, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2, 2020 to June 30, 2020

JANINE L. GALARAGA
Rate

January 02, 2020
Date

Reviewed by: _____ Date: _____

ENGR. GAUDENCIO M. DE VERA
Division Manager, Pangasinan IMO
JAN 02 2020
Approved by: _____ Date: _____

MFO/PAP	SUCCESS INDICATOR (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS				RATING		REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

STRATEGIC PRIORITIES / THEMES

to encode different funds of 500 paid vouchers

to encode 200 Personal Services

to encode 80 Report of Collection / Cash Receipt

to sort Personal Services to COA & Cashies

File

Accomplished

Accomplished

Accomplished

Accomplished

Accomplished

Accomplished

Accomplished

Accomplished

Accomplished

Accomplished

Accomplished

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