



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)



Document Code		
FM-QP-DILG-AS-27-03		
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I, **EILEEN JOANNE A. ALAVA**, Accountant II of DILG Region 6 - SRMU of the Office of the Regional Director, 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 2023**.

Signature of Employee/Ratee

Date: March 15, 2023

APPROVED BY: MARIA CALPIZA J. SARDUA, CESO IV	POSITION: ASST REGIONAL DIRECTOR	DATE: March 15, 2023	SIGNATURE:
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Ratings: 5 - Outstanding (5.00) 4 - Very Satisfactory (4.00-4.99) 3 - Satisfactory (3.00-3.99) 2 - Unsatisfactory (2.00-2.99) 1 - Poor (1.00-1.99)								
MAJOR FINAL OUTPUT/PPA (1)	SUCCESS INDICATORS (Targets + Measures) (2)	REFERENCE CODE (Refer to the number corresponding to the SI in the O/DPCR) (3)	ACTUAL ACCOMPLISHMENTS/EXPENSES (4)	RATING (5) Use 5 decimals (if any). Do not round off.				REMARKS (6)
				Q1	E2	T3	Ave4	
CORE FUNCTION								
CF-A. Implementation of Gender and Development (GAD) Plan and Budget								
CF-A.1. Participation of DILG personnel in the conduct of GAD relevant activities	CF-A.1.1. 3 Regional initiated GAD-related activities attended with 1 VNF allowed by June 30	CF-A.2.1.						
	CF-A.1.2. 3 GAD-related activities participated with 1 VNF allowed by June 30	CF-A.2.2.						
CF-A.2. Strengthened capacities of GFPS and concerned personnel	CF-A.2.1. 1 GAD orientation/ Gender Sensitivity Training attended for DILG new officials and personnel with 1 VNF allowed by June 30	CF-A.6.3.						
CF-B. Implementation of Human Resource Development (HRD) Plan								
CF-B.1. Recruitment, Selection and Placement	CF-B.1.1. 1 Competency Based Assessment(CBA) for applicants participated with 1 VNF allowed by June 30	CF-B.1.2.						
CF-B.2. L&D - Commitment to Ethical Service and Good Governance	CF-B.2.1. 1 Recollection/Spiritual Enhancement Activity attended with 1 VNF allowed by June 30	CF-B.2.1.						
	CF-B.2.2. 1 Public Service Ethics and Accountability Activity attended with 1 VNF allowed by June 30	CF-B.2.2.						
CF-B.3. L&D - Customer Focus	CF-B.3.1. 1 activity on complaint management attended with 1 VNF allowed by June 30							
CF-B.4. L&D - Technical Proficiency	CF-B.4.1. 100% of trainings/ seminars conducted by other agencies/institutions participated with 1 VNF allowed by June 30							



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CF-B.4. (continuation)	CF-B.4.2. 1 Training on Community Based DRRM attended with 1 VNF allowed by June 30							
CF-B.5. L&D - Admin Proficiency	CF-B.5.1. 1 Retooling activity attended for administrative personnel with 1 VNF allowed by June 30							
CF-B.6. L&D - Relationship Building	CF-B.6.1. 1 Activity on relationship building attended with 1 VNF allowed by June 30							
CF-B.7. L&D - Interfacing with Personnel	CF-B.7.1. 1 Interfacing activity conducted/assisted/attended with 1 VNF allowed by June 30							
CF-B.8. Performance Management	CF-B.8.1. 1 Workshop on the formulation of standard SPMS Success Indicators attended with 1 VNF allowed by June 30	CF-B.3.1.						
CF-C. Implementation of ISO 9001:2015 QMS Work and Financial Plan								
CF-C.1. NQMS Assessment	SF-C.1.1. 1 National QMS Assessment attended with 1 VNF allowed by June 30	CF-C.2.1.						
CF-C.2. External Audit	SF-C.2.1. 1 Surveillance Audit attended with 1 VNF allowed by June 30	CF-C.3.1.						
CF-D. Strengthening of the Local Governance Regional Resource Center (LGRRC)								
CF-D.1. Reconstitution of LGRCs	CF-D.1.1. 1 LGRRC reconstituted with 1 VNF allowed by June 30	CF-D.1.1.						as CapDev Facility Member
CF-D.2. Conduct of Meetings	CF-D.2.1. 2 LGRRC core team quarterly meetings conducted with 1 VNF allowed by June 30	CF-D.2.1.						as CapDev Facility Member
	CF-D.2.2. 1 LGRRC meetings conducted/attended with 1 VNF allowed by June 30	CF-D.2.2.						as CapDev Facility Member
	CF-D.2.3. 2 DAC quarterly meetings presided/attended with 1 VNF allowed by June 30	CF-D.2.3.						as CapDev Facility Member
	CF-D.2.4. 1 WVLGRC meetings conducted/attended with 1 VNF allowed by June 30	CF-D.2.4.						as CapDev Facility Member



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CF-D.2. (continuation)	CF-D.2.5. 24 LGRRRC activities conducted according to Action/Work Plan or attended with 1 VNF allowed by June 30	CF-D.2.5.						as CapDev Facility Member
	CF-D.2.6. 2 BrownBag Session conducted/attended with 1 VNF allowed by June 30	CF-D.2.6.						as CapDev Facility Member
CF-D.3. Strengthen LGRRRC Operations	CF-D.3.1. 100% of the approved request for Benchmarking / Knowledge Exchange facilitated / conducted / attended with 1 VNF allowed by June 30	CF-D.4.3.						as CapDev Facility Member
CF-D.4. CapDev Needs Assessment	CF-D.4.1. 112 LGUs with completed capacity assessment and agenda by June 30	CF-D.6.1.						as CapDev Facility Member
CF-D.5. Course/Module Development	CF-D.5.1. 2 modules conducted/reviewed with 1 VNF allowed by June 30	CF-D.7.1.						as CapDev Facility Member
CF-D.6. CapDev Programs Marketing	CF-D.6.1. 139 LGUs provided with orientation/updates on the capdev programs with 1 VNF allowed by June 30	CF-D.8.1.						as CapDev Facility Member
CF-D.7. Accreditation of Service Providers	CF-D.7.1. 1 Accreditation Guidelines Formulated with 1 VNF allowed by June 30	CF-D.9.1.						as CapDev Facility Member
CF-D.8. CapDev Mentoring	CF-D.8.1. 1 Directory maintained and communicated with 1 error allowed by June 30	CF-10.1.						as CapDev Facility Member
CF-D.9. Resource Generation/ Mobilization	CF-D.9.1. 1 CapDev proposals submitted for funding from development partners with 1 error allowed by June 30	CF-11.1.						as CapDev Facility Member
CF-E. Other Relevant Core Functions								
CF-E.1. Conduct of Meetings	CF-E.1.1. 1 Executive Committee Meeting conducted / assisted / attended with 1 VNF allowed June 30							
	CF-E.1.2. 2 Management Committee Meetings conducted / assisted / attended with 1 VNF allowed by June 30							
	CF-E.1.3. 1 Minutes of Meeting drafted and submitted fifteen (15) days after conduct of ExeCom Conference with 2 revisions allowed							
	CF-E.1.4. 2 Minutes of Meeting drafted and submitted fifteen (15) days after conduct of ManCom Meeting with 2 revisions allowed							



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CF-E.1. (continuation)	CF-E.1.5. 2 Memoranda/Advisory/Notice of Conference / Meeting prepared and disseminated 8 hours before the Activity with 1 revision allowed by June 30							
	CF-E.1.6. 100% Other Administrative requirements for the Meeting prepared and disseminated 8 hours before the Activity with 1 revision allowed by June 30							
CF-E.2. Other SRMU Functions	CF-E.2.1. 100% Checklists for Activity Designs prepared 2 days upon receipt of request through READ4QMS with 1 revision allowed by June 30							
	CF-E.2.2. 100% Other SRMU Office Communication (Advisory, Memorandum, Notice of Meeting & other internal communication) prepared, submitted and disseminated 2 days upon receipt of instruction with 1 revision allowed by June 30							
	CF-E.2.3. 100% Monitoring and managing of SRMU official email address with 1 VNF allowed by June 30							
Sub Rating								
Category Weighted Rating								
SUPPORT FUNCTION								
SF-A. Agency Planning, Budgeting, Monitoring, and Reporting								
SF-A.1. Synergistic Implementation of Programs and Initiatives for FY 2023	SF-A.1.1. 1 Regional Planning conference conducted / assisted / attended with 1 VNF allowed by March 31	CF-E.1.1.						
	SF-A.1.2. 2 Quarterly Planning meeting and performance assessment conducted / assisted / attended with 1 VNF allowed by June 30	CF-E.1.2.						
SF-B. Adherence to the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)								
SF-B.1. Compliance with Strategic Performance Management System (SPMS)	SF-B.1.1. 1 IPCR Commitments prepared and submitted with 1 error allowed on the set deadline							
	SF-B.1.2. 1 IPCR Ratings prepared and submitted with 1 error allowed on the set deadline							
	SF-B.1.3. 6 SPMS Form 04 (Monthly Monitoring of Individual Accomplishment) prepared and submitted with 1 error allowed on the set deadline							
	SF-B.1.4. 1 SPMS Form 07 (Professional/Individual Development Plan) prepared and submitted to Designated Planning Officer with 1 error allowed on the set deadline							



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SF-B.2. Compliance with Career Executive Service Performance Evaluation System (CESPES)	SF-B.2.1. 1 CESPES Performance Evaluation accomplished thru CESBoard gov site 2 working days before the set deadline with 1 error allowed	CF-F.3.1.						
	SF-B.2.2. 9 CESPES PCRFS reviewed and approved 3 working days upon receipt of document with 1 revision allowed	CF-F.3.2.						
SF-C. Adherence to Procurement Rules and Regulations								
SF-C.1. Procurement, Inspections, Acceptance and Issuance of Goods and Services	SF-C.1.1. 100% of approved RFQs distributed and gathered 3 days upon receipt with 1 VNF allowed							
SF-D. Adherence to Various Admin Requirements								
SF-D.1. Submission of Employee's Administrative Requirements	SF-D.1.1. 1 SALN prepared and submitted on the set deadline with 1 error allowed	SF-A.1.1.						
SF-D.2. Daily Time Records	SF-D.2.1. 6 DTRs submitted with complete attachments every 5th working day of the ensuing month with 1 error allowed	SF-A.2.1.						
SF-D.3. Leave Administration	SF-D.3.1. 100% of Leave/CTO Applications filed 5 working days prior the start of leave/CTO with 1 VNF allowed by June 30	SF-A.3.1.						
SF-E. Other Relevant Support Functions								
SF-E.1. Attendance to related activities conducted by CO/RO/PO	SF-E.1.1. Attended 100% of activities conducted by CO/RO/PO as scheduled with 2 VNF allowed by June 30	SF-B.1.1.						
SF-E.2. Policy Review and Approval	SF-E.2.1. 100% Policies reviewed before dissemination with 1 VNF allowed by June 30	SF-B.2.1.						
SF-E.3. Dissemination of related issuances	SF-E.3.1. 100% of related issuances disseminated 1 day upon receipt after 2 revisions allowed	SF-B.3.1.						
SF-E.4. Monitoring of LGU compliance to DILG directives and issuances	SF-E.4.1. 100% of required compliance monitoring reports submitted to requiring office / agencies on the set deadline with 1 error allowed	SF-B.4.2.						
SF-E.5. Inter-Agency Commitments	SF-E.5.1. 100% Inter-Agency activities attended/facilitated with 1 VNF allowed by June 30	SF-B.6.1.						



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SF-E.5. (continuation)	SF-E.5.2. 100% Inter-Agency reports prepared and submitted to requesting office/agency with 1 error allowed by June 30	SF-B.6.2.						
	SF-E.5.3. 100% Inter-Agency activities provided with secretariat services with 1 VNF allowed by June 30	SF-B.6.3.						
SF-F. Support to Internal Operations								
SF-F.1. Provision of Secretariat Services	SF-F.1.1. 100% CBA/BIGD administrative support functions provided on scheduled date with 1 VNF allowed by June 30							
	SF-F.1.2. 100% Requests for TA or Secretariat Services provided on scheduled date with 1 VNF allowed by June 30							
	SF-F.1.3. 100% Administrative requirements for TA provided submitted on deadline set with 1 VNF allowed by June 30							
SF-F.2. Support to the Office of the Regional Director	SF-F.2.1. 100% Financial Documents reviewed within 8 hrs upon receipt with 2 errors allowed by June 30							
	SF-F.2.2. 100% TA services provided on scheduled date with 1 VNF allowed by June 30							
				Sub Rating				
				Category Weighted Rating				
				FINAL AVERAGE RATING				
				ADJECTIVAL RATING				
Rater comments on the Ratee for development purpose or rewards/promotion:								
The above rating has been discussed with:								
Name and Signature Ratee: EILEEN JOANNE A. ALAVA		Name and Signature of Rater: MARIA JENICA D. VILLABETO		Final Rating By: MARIA CALPIZA J SARDUA, CESO IV				
Position: Accountant II		Position: LGOO V / ORD-SRMU Chief		Position: Assistant Regional Director				
Date:		Date:		Date:				
<i>Note: Reference Code refers to the number corresponding to the Success Indicator in the DPCR of DC/CH/PM to which the IPCR success indicator contributes.</i>								
LEGEND: Q1 - Quality E2 - Efficiency T3 - Timeliness Ave4 - Average								