

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Susan C. Sanchez**, of the **Accounting Office**, 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 01, 2015** to **December 31, 2015**.

*Susan C. Sanchez*  
Susan C. Sanchez  
Ratee  
Date: \_\_\_\_\_

OET Rating Scale

Poor	(50% and below)	1
Unsatisfactory	(51%-99%)	2
Satisfactory	(100%-114%)	3
Very Satisfactory	(115%-129%)	4
Outstanding	(130% and above)	5

b. Reviewed by: *Joselito G. Florendo* Date: \_\_\_\_\_ c. Approved By: *Joselito G. Florendo* Date: \_\_\_\_\_  
Immediate Supervisor Head of Office

Function Name (i)	Success Indicator Targets (T) + Measures (M) (ii)	Actual Accomplishments (iii)	% Distribution (iv)	Rating				Ave Score (viii)	Remarks (ix)
				Q <sup>1</sup> (v)	E <sup>2</sup> (vi)	T <sup>3</sup> (vii)	A <sup>4</sup> (viii)		
<b>Strategic Functions: N/A</b>									
<b>Core Functions: N/A</b>									
<b>Support Functions:</b>									
Linkage with Government regulatory agencies	Review the implementation of Commission on Audit's Observation and recommendations and formulate proper Internal Control System T: 100% M: 100% Percentage of COA AOM and recommendation responded within 15 days upon receipt	Reviewed the implementation of Commission on Audit's Observation and recommendations and formulate proper Internal Control System	2	4	5	5	4.67	09	
Linkage with Government regulatory agencies	Prepares supporting schedules to financial statements 10 working days upon receipt of computerized Subsidiary ledger T: 100% M: 100% of supporting schedules to generate	Prepared supporting schedules to financial statements 10 working days upon receipt of computerized Subsidiary ledger	50	5	5	5	5	2.5	
Internal Stakeholders	DVs processed and pre audited for payment of reimbursements, scholarship, stipends, doctoral studies, etc. T: 100% M: 100% DVs processed and pre audited for payment of reimbursements, scholarship, stipends, doctoral studies, etc.	DVs processed and pre audited for payment of reimbursements, scholarship, stipends, doctoral studies, etc.	10	5	5	4	4.67	47	
Internal Stakeholders	Processes Personal services made thru payroll and approved for payment 15 days. T: 100%	Processed Personal services made thru payroll and approved for payment 15 days.	10	4	5	4	4.33	43	

Legend 1: Quality 2: Efficiency 3: Timeliness 4: Average

Linkage with Government regulatory agencies	M: 100% Processes Personal services made thru payroll and approved for payment 15 days. Compliance with budgetary reporting and financial accountability reporting T: 100% M: 100% Compliance with budgetary reporting and financial accountability reporting	Complied with budgetary reporting and financial accountability reporting	8	4	4	5	4.33	35	
External Stakeholders relations	Direct assistance to constituent and other stakeholders T: 100% M: 100% Direct assistance to constituent and other stakeholders	Assisted constituent and other stakeholder for payments of DVs, taxes withheld, etc.	20	4	4	5	4.33	87	

g. Final Average Rating: 4.71

Adjectival Rating: Outstanding

h. Comments and Recommendations for Development Purposes (please use UP SPMS Form No. 5 for Staff Development Plans):

i. Discussed with: *Susan C. Sanchez* Date: \_\_\_\_\_  
Name and Signature of Employee  
r. Assessed by: *Joselito G. Florendo* Date: \_\_\_\_\_  
Supervisor  
Final Rating by: *Joselito G. Florendo* Date: \_\_\_\_\_  
Head of Office

Overall Rating Scale

NUM	4.51-5.00	3.51-4.50	2.51-3.50	1.51-2.50	51-1.50
ADJ	O	VS	S	U	P