INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JENNIFER B. SAMBO**, Customer Services Assistant B of the **Calabanga Water District, Finance & Commercial Services 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 **July to September 2014**

Approved By: **ENGR. CELEDONIO I. TOLENTINO JR.** General Manager				30-Jun-14 **Date**								**Signature**	30-Jun-14 **Date**
MFO/PAP	**SUCCESS INDICATORS (TARGET + MEASURES)**	**ACTUAL ACCOMPLISHMENTS**				**RATING**				**3rd**	**4th**	**REMARKS**	
						Q	**E**	**T**	**A**				
Operation:		**JULY**	**AUGUST**	**SEPTEMBER**	**SUMMARY FOR 3 MONTHS**								
Operations:													
Collection of Metered Sales and Other													
Collection	100% of Official Receipts are issued within 3 minutes upon receipt of payment without cancelled O.R.	2,306/2,306 of Official Receipts are issued within 2 minutes upon receipt of payment with 1-3 cancelled O.R.	2,517/2,517 of Official Receipts are issued within 2 minutes upon receipt of payment with 1-3 cancelled O.R.	2,093/2093 of Official Receipts are issued within 2 minutes upon receipt of payment with 1-3 cancelled O.R.	6,916/6,916 of Official Receipts are issued within 2 minutes upon receipt of payment with 1-3 cancelled O.R.	4	5	5	*4.7*				
Issuance of Promisory note	Promisory note are issued within three (3) minutes upon receipt of payment.												
General Administrative & Support Services:													
Remittance of Collections, Posting and Preparation of Collection Reports and Schedules:													
Collection Remittance Report	100% Daily Collection Report are prepared, printed and submitted to acctng on the following day without error.	276/276 Daily Collection Report are prepared, printed and submitted to acctng on the following day without error with 90% accuracy.	294/294 Daily Collection Report are prepared, printed and submitted to acctng on the following day without error with 90% accuracy.	264/264 Daily Collection Report are prepared, printed and submitted to acctng on the following day without error with 90% accuracy.	834/834 Daily Collection Report are prepared, printed and submitted to acctng on the following day without error with 90% accuracy.	*5*	*4*	*5*	*4.7*				
Reconciliation of Accounts :													
	100% Report of Accountability for Accountable forms processed and accurately recorded and submitted of the following 3rd day of the month without error.	2 or 100% Report of Accountability for Accountable forms processed and accurately recorded and submitted of the following 3rd day of the month without error.	2 or 100% Report of Accountability for Accountable forms processed and accurately recorded and submitted of the following 3rd day of the month without error.	2 or 100% Report of Accountability for Accountable forms processed and accurately recorded and submitted of the following 3rd day of the month without error.	6/6 Report of Accountability for Accountable forms processed and accurately recorded and submitted of the following 3rd day of the month without error.	*4*	*5*	*5*	4.67				
AVERAGE RATING									4.7			Very Satisfactory	

RATER's Comment and Recommendation for Development Purposes or Rewards/Promotion

The above rating has been discussed with me by my General Manager: **Name and Signature of Ratee:** **JENNIFER B. SAMBO**	**RATER** **RAQUEL M. SAAVEDRA** Utilities/Customer Service Officer A Date :	**Final Rating by Department Head:** **ENGR. CELEDONIO I. TOLENTINO JR.** General Manager Date: