



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FROM (IPCRF)

Annex F

Name of Rater: RAYMUNDO M. SINOC
Position: EPS - SGOD
Date of Review: DECEMBER 2022

Name of Employee: MARIA ARLITA E. ISMA
Position: Administrative Assistant II
Bureau/Center/Service/Divisic SGOD
Rating Period: January to December CY 2022

MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	Performance Indicators						Actual Results (Brief Description)	RATING				SCORE
					QET	Outstanding 5	Very Satisfactory 4	Satisfactory 3	Unsatisfactory 2	Poor 1		Q	E	T	Ave	
School Governance and Operations Division	KRA 1. Administrative and Secretarial Services	Career Stage 3 Objective 1. Assisted the Chief of SGOD, EPS and Division Sports Officer with administrative activities and coordinates various administrative processes and projects.	January to December 2022	8.33%	Quality	Complied all the administrative tasks given by the supervisors	Complied all the administrative tasks given by the supervisors	Complied all the administrative tasks given by the supervisors	Complied all the administrative tasks given by the supervisors	Complied all the administrative tasks given by the supervisors	100% of the objective achieved in administrative and clerical support	5	5	5	5.00	0.42
						Administrative asks are excellently complied	Administrative asks are excellently complied	Administrative asks are excellently complied	Administrative asks are excellently complied	Administrative asks are excellently complied		5	5	5	5.00	0.42
						Met all deadlines as indicated by Chief, EPS, and Division Sports Officer	Met all deadlines as indicated by Chief, EPS, and Division Sports Officer	Met all deadlines as indicated by Chief, EPS, and Division Sports Officer	Met all deadlines as indicated by Chief, EPS, and Division Sports Officer	Met all deadlines as indicated by Chief, EPS, and Division Sports Officer		5	5	5	5.00	0.42
Basic Education Services		Objective 2. Recorded, monitored and compiled updates for DepEd trainings, programs and activities, memos and	January to December 2022	5%	Quality	Updated the actual information in the database	Updated the actual information in the database	Updated the actual information in the database	Updated the actual information in the database	Updated the actual information in the database	100% of the objective achieved in administrative and clerical support	5	5	5	5.00	0.25

		other credential files to remain updated and easily accessible		5%	Effectiveness	Updated the information to be readily accessible	Updated the information to be readily accessible	Updated the information to be readily accessible	Updated the information to be readily accessible	Updated the information to be readily accessible	Updated the objective in updating information	5	5	5	5	0.25
				5%	Timeliness	Updated the database once in a while	Updated the database once in a while	Updated the database once in a while	Updated the database once in a while	Updated the database once in a while		5	5	5	5	0.25
Basic Education Services		Objective 3. Recorded and passed on all messages either by e-mail, phone or in person	January to December 2022	5%	Quality	Routed email, phone or in person to appropriate party	Routed email, phone or in person to appropriate party	Routed email, phone or in person to appropriate party	Routed email, phone or in person to appropriate party	Routed email, phone or in person to appropriate party	was able to achieve 100% of the objective	5	5	5	5	0.25
				5%	Effectiveness	retained copies for follow up, and closures	retained copies for follow up, and closures	retained copies for follow up, and closures	retained copies for follow up, and closures	retained copies for follow up, and closures		5	5	5	5	0.25
				5%	Timeliness	all done in a timely manner	all done in a timely manner	all done in a timely manner	all done in a timely manner	all done in a timely manner		5	5	5	5	0.25
Basic Education Services		Objective 4. Maintained supplies for unit staff and ensure the availability for utilization	January to December 2022	3.33%	Quality	checked and restocked supplies diligently	checked and restocked supplies diligently	checked and restocked supplies diligently	checked and restocked supplies diligently	checked and restocked supplies diligently	100% of the objective achieved in ensuring and maintaining supplies in the office	5	5	5	5	0.17
				3.33%	Effectiveness	forwarded requests to the supply officer right away	forwarded requests to the supply officer right away	forwarded requests to the supply officer right away	forwarded requests to the supply officer right away	forwarded requests to the supply officer right away		5	5	5	5	0.17
				3.33%	Timeliness	forwarded requests to the supply officer right away	forwarded requests to the supply officer right away	forwarded requests to the supply officer right away	forwarded requests to the supply officer right away	forwarded requests to the supply officer right away		5	5	5	5	0.17
Basic Education Services		Objective 5. Maintained the office to a high standard and contributed to a work environment that encourages knowledge of, respect of, and	January to December 2022	3.33%	Quality	the needs of the visitors/client and colleagues are maintained and properly addressed	the needs of the visitors/client and colleagues are maintained and properly addressed	the needs of the visitors/client and colleagues are maintained and properly addressed	the needs of the visitors/client and colleagues are maintained and properly addressed	the needs of the visitors/client and colleagues are maintained and properly addressed		5	5	5	5	0.17

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Basic Education Services	Objective 2. Gave technical assistance to colleagues, clients to ensure service is delivered properly for efficiency, to ensure devices are functioning well to minimize errors and time.	January to December 2022	1.66%	Quality	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	4	4	4	4.00	0.07
			1.66%	Effectiveness	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	96% of the objective in technical assistance	4	4	4	4.00	0.07
			1.66%	Timeliness	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	technical needs are properly responded to colleagues, clients, and others.	4	4	4	4.00	0.07
										OVERALL RATING FOR ACCOMPLISHMENTS				4.95

* To get the score, the rating is multiplied by the weight assigned


RAYMUNDO M. SINOC
 Rater/ EPS-SQOD


MARIA ARLITA E. ISMA
 Ratee/Administrative Assistant II


ALFREDO M. BAYON PhD
 Approving Authority / Asst. Schools Division Superintendent
 DEPED RPMS Form for Head of Office / 1

PART III: SUMMARY OF RATINGS FOR DISCUSSION				
Final Performance Results		Rating	Adjectival Rating	
1. Accomplishment of KRAs and Objectives		4.95	OUTSTANDING	

Rater - Ratee Agreement
The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance rating.

Name of Employee:	MARIA ARLITA E. ISMA	Name of Superior:	RAYMUNDO M. SINOC
Signature:		Signature:	
Date:	DECEMBER 2022	Date:	DECEMBER 2022

PART IV: DEVELOPMENT PLANS					
Strengths	Development Needs	Action Plan		Timeline	Resources Needed
		(Recommended Developmental Learning Objectives)	Intervention		
A. Functional Competencies (from Part I) Assisting the Chief of SGOD, EPS and Division Sports Officer with administrative activities and coordinates various administrative processes and projects.	Professional Training on relative to administrative activities			1 month	
B. Core Behavioral/Leadership Competencies (from Part II) Knows the different business communication formats used in the DepEd. Adjusts communication style to others.					
Feedback/Reflection/Agreement:					

RAYMUNDO M. SINOC
Position : EPS, SGOD
Rater

MARIA ARLITA E. ISMA
Position: Administrative Assistant II
Ratee

ALFREDO M. BAYON PhD
Position: Chief, SGOD
Approving Authority

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