

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, FRANCES MARI G. ROA, Personal Driver, of the Sangguniang Bayan, 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 2024.

FRANCES MARI G. ROA

Personal Driver Date: July 8, 2024

Reviewed by:		Approved by:					
EMMANUEL C. DIANGO Secretary to the Sanggunian		JUMPHER A. ROA Municipal Mayor		Date			
				5- Outstanding 4- Very Satisfactory 3- Satisfactory 2- Unsatisfactory 1- Poor			
OUTPUT	Success Indicators (Targets + Measures)	Actual Accomplishments	RATING				Remarks
Core Functions:			Q	E	T	A	
Technical Assistance to Member of the Sangguniang Bayan	1. Keeps the vehicle of the SB Member shiny, clean and in good working condition at all times with no delay.	1. Kept the vehicle of the SB Member shiny, clean and in good working condition at all times with no delay.	4	5	4	4.33	
	2. Transports the SB Member and/or passenger to and from destinations in a comfortable, safe and efficient manner from January to June 2024 with no delay.	2. Transported the SB Member and/or passenger to and from destinations in a comfortable, safe and efficient manner from January to June 2024 with no delay.	4	5	5	4.67	
Administrative Assistance to Member of the Sangguniang Bayan	1. Co-facilitates 27 regular sessions/committee meetings/public hearings spearheaded by the SB Office and provides assistance during pre and post-event preparations with no adverse feedback.	1. Co-facilitated 38 regular sessions/committee meetings/public hearings spearheaded by the SB Office and provides assistance during pre and post-event preparations with no adverse feedback.	5	4	5	4.67	
	2. Manages the schedule of the SB Member from January to June 2024 with no adverse feedback.	2. Managed the schedule of the SB Member from January to June 2024 with no adverse feedback.	5	4	4	4.33	
	3. Renders technical assistance to the SB Member, performs legal research, takes note of the minutes of the meetings, and drafts ordinances/resolutions/committee reports within three (3) days following the activity with no revision.	3. Rendered technical assistance to the SB Member, performs legal research, takes note of the minutes of the meetings, and drafts ordinances/resolutions/committee reports within three (3) days following the activity with one (1) revision.	5	4	4	4.33	
Representation for the Member of the Sangguniang Bayan	1. Represents the SB Member during events as necessary from January to June 2024.	1. Represented the SB Member during events as necessary from January to June 2024.	4	5	4	4.33	
Total Overall Rating:						26.67	
AVERAGE RATING:						4.44	
Final Average Rating:						VS	
Comments and Recommendations for Development Purposes:							
Discussed with:	Date	Assessed by:	PERC ACTION:				Date
FRANCES MARI G. ROA Employee	08 July 2024	I certify that I discussed my assessment of the performance with the employee EMMANUEL C. DIANGO Secretary to the Sanggunian	EMMANUEL C. DIANGO Secretary to the Sanggunian/Member MARIA LUISA CLAIRE M. DARGANTES Supervising Administrative Officer/HRMO IV/Member ENGR. PERCIS T. BACOY OIC MPDC/Member FERNAND Q. BUENSALIDA Municipal Budget Officer/Member JUNIPHER A. ROA Municipal Mayor/Chairman				09 JUL 2024

ATI Job Order Personnel Evaluation Form



QUARTERLY



SEMESTRAL

June- October 2023

Name: **FRANCES MARI G. ROA**

Position: **TECHNICAL SUPPORT STAFF**

Division/Unit: **Career Development and Management Section**

Immediate Supervisor: **NOEMI BETH G. MACARIO**

PART I (75%)

(1)	Core Functions (2)	Weight (%) (3)	Target (4)	Accomplishment (5)	% Accomplished (6)	Weighted Average Score (7)
	Strengthening Competencies and Competitiveness through Capacity Building					
1	Accreditation and Conduct of Training and Other AF- related Activities					
	100% provision of assistance in the pre/during/post accreditation process	5%	1	1	100	5
2	No. of trainings					
	100% of targeted training design approved by the Section Chief within two months before the conduct of the activity	10%	2	3	150	15
	100% of targeted trainings co-managed as scheduled	10%	1	1	100	10
	No. of Participants					
	100% of targeted participants trained as scheduled	5%	20	27	135	6.75
	No. of other AF related activities					
	100% provision of assistance in the pre/during/post conduct of the activity (for additional support staff)	10%	3	5	167	16.67
3	No. of technical assistance provided					
	100% of technical assistance provided as scheduled	15%	6	8	133	20
4	No. of administrative assistance provided					
	100% of administrative assistance provided as scheduled	10%	6	9	150	15
	B. Certification of Learning Site for Agriculture and Accreditation of Extension Service Providers					
1	No. of learning sites for Agriculture (LSA)					
	100% provision of assistance in the processing of LSA certification documents	15%	3	3	100	15
	Sub-Total	75%				98.42
	Additional Functions					
1	No. of Ati Meetings/ workshops attended					
	100% attendance to ATI meetings/ workshops	10%	3	3	100	10
2	No. of external activities as scheduled					
	100% attendance to external activities as scheduled	5%	2	2	100	5
3	No. of Institutional/ Travel Accomplishment Reports submitted					
	100% of Institutional/ Travel Accomplishment Reports submitted to the Division Chief within 3 days after the activity	5%	3	4	133	7
4	No. of Accomplishment Report					
	100% of targeted reports submitted within 5 days after the end of every month	5%	6	6	100	5
	Sub-Total	25%				26.67
	RATING					125.08

Instructions on how to accomplish the Part I:

1. List your expected functions (core functions at 75% & additional functions at 25%) based on your assigned Terms of Reference (TOR) & targets for the semester. (See Column 2)
2. Get the Weighted Average Score for each function (both core & additional) (Col 7) by multiplying your Rate of Accomplishment (Col 6) & the Percentage Weight (Col 3).
3. Add the sub-total Weighted Average Scores (WAS) to get the total WAS.
4. Multiply the total WAS by the Percentage Weight Allocation for Part I (or 75%).

NOEMI BETH G. MACARIO, CESE
Immediate Supervisor & Signature

6/5/23

Date

PART II (25%): EVALUATION CRITERIA FOR JOB PERFORMANCE

A. Quality of Job		Rating				
		5	4	3	2	1
		E	VS	S	F	P
1	Timeliness/Time Management		/			
2	Accuracy		/			
3	Leadership/Self Confidence	/				
4	Completeness		/			
5	High work standards	/				
6	Organization & depth		/			
7	Compliance to office regulations		/			
8	Integrity & honesty	/				
9	Physical fitness	/				
10	Competence/knowledge of his job		/			
11	Decisiveness/judgment		/			
Sub-total (Maximum of 55 pts.)						48
Multiply by 2.2727						109.09

B. Punctuality & Attendance		5	4	3	2	1
		E	VS	S	F	P
		E	VS	S	F	P
1	Punctuality			/		
2	Attendance					
2.a	Physical presence in workplace			/		
2.b	Attendance to flag ceremonies			/		
2.c	Attendance to regular/special office meetings	/				
2.d	Attendance to socio-cultural activities of the ATI-NTC whenever required	/				
Sub-total (Maximum of 25 pts.)						19
Multiply by 5						95
C. Public & Employee Relations		5	4	3	2	1
		E	VS	S	F	P
		E	VS	S	F	P
1	Courtesy toward public/peers/supervisors	/				
2	Human relations	/				
3	Respect	/				
4	Team cooperation & involvement			/		
5	Company & assistance often sought by co-workers			/		
6	Openness			/		
7	Cheerful disposition			/		
8	Adaptability to changes in environment			/		
9	Decent language & manner of communications	/				
10	Neatness & manners	/				
Sub-total (Maximum of 50 pts.)						40
Multiply by 2.5						100

ATI-QF/HRM-22 Rev. 01 Effectivity Date: December 11, 2017

EVALUATION CRITERIA FOR JOB PERFORMANCE						
D. Industry		Rating				
		5	4	3	2	1
		E	VS	S	F	P
1	Initiative		/			
2	Stress tolerance		/			
3	Exceeds work targets		/			
4	Dependability & sense of responsibility	/				
5	Resourcefulness	/				
6	Willingness to learn	/				
7	Contribution to cost reduction efforts		/			
8	Commitment to work		/			
9	Potential	/				
10	Creativity		/			
11	Contribution to upkeep of office		/			
Sub-total (Maximum of 55 pts.)						48
Multiply by 2.2727		109.090				
TOTAL		413.18				
		Rating			103.29	

RATING (Derived by dividing grand total by 4; Maximum quotient is 125)

Instructions for Part II (To be accomplished by Supervisor):

1. Rate each criteria under 4 areas of performance using the scale of 1-5, where 1 is Poor, 2 is Fair, 3 is Satisfactory, 4 is Very Satisfactory, & 5 is Excellent.
2. Get the sub-total & multiply by given factor.
3. Add all sub-totals & divide by 4.

PART III. FINAL RATING

	Numerical Score	Multiplier	Score
Part I -	125.08	0.75	93.81
Part II -	103.29	0.25	25.82
Numerical Rating -			119.63
Adjectival Rating -			VS

Equivalency

Rating	Scale	Rating	
Outstanding	= 123% and over	Fair	
Very Satisfactory	= 96% to 122%	Warning	
Satisfactory	= 81% to 95%		


 NOEMI BETH G. MACARIO, CESE
 Chief-CDMS/OIC-Assistant Center Director
 Signature of Rater
 10/31/23
 Date


 NOEMI BETH G. MACARIO, CESE
 Chief-CDMS/OIC-Assistant Center Director
 Approved
 10/31/23
 Date


 MARIA LYDIA A. ECHAVEZ
 Center Director
 11/14/2023
 Date