

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CRISLHY S. CUICO, ADMINISTRATIVE AIDE IV (HRM AIDE I)**, of **HRM Office**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period December, 2023, with actual accomplishments and ratings every semester (six months) January-June and July-December.

Signature of Ratee  
**CRISLHY S. CUICO**  
 Date: **9/1/23**

Approved:  
**FARICA ZGAMBO - CUTAS**  
 OIC-HRMO  
 Date: **9/1/23**

Approved:  
**VINCENT L. EMNAS, MPM**  
 City Administrator, PMT  
 Date:

Program/ Projects	Success Indicators (SI) (Targets + Measures)	Tasks Assigned	Actual Accomplishment June 2023	January -	Jan-June Rating				Remarks	Actual Accomplishment July-December 2023	July-December Rating				Rating
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	a) 100% appointments approved and procedures duty performed w/ accuracy and completeness submitted before end of the issuing month.	a) Prepare applicant's attendance for every position and inform applicants about the deliberation schedule.	Prepared applicant's attendance for 24 positions for the period of January - June 2023.		4	4	4	4		Prepared applicant's attendance for 13 positions for the period of July - December 2023.	4	4	4	4	
		b) Assist during oral interview and deliberation.	Assisted during oral interview and deliberation of the ff. months; Jan 2023 35 - pre-assessed and 28 interviewed, Feb 2023 - 32 pre - assessed and 21 interviewed, Mar 2023 - 19 pre-assessed and 11 interviewed, Apr. 2023 - 24 pre-assessed and 17 interviewed, May 2023 - 19 pre-assessed and 15 interviewed and June 2023 - 36 pre-assessed and 27 interviewed.		4	4	4	4		Assisted during oral interview and deliberation of the ff. months; July 2023 54 - pre-assessed and 39 interviewed, Aug. 2023 - 36 pre - assessed and 21 interviewed, Sept. 2023 - 22 pre-assessed and 17 interviewed, Nov. 2023 - 10 pre-assessed and 7 interviewed and Dec. 2023 - 31 pre-assessed and 28 interviewed.	4	4	4	4	
	b. Various Administrative Services accomplished upon request.	c) Encode and Print Certificate of Employment.	Encoded and printed 247 certificate of employment.		4.1	4	4	4.03		Encoded and printed 561 certificate of employment.	4	4.1	4	4.03	
ADMINISTRATIVE SERVICES		d) Assist in printing of Service Records for Job Order personnel for their gratuity pay.	Assist in printing 32 Service Records for Job Order Personnels for their gratuity pay.		4	4	4.1	4.03		Assist in printing 259 Service Records for Job Order Personnels for their gratuity pay.	4.1	4	4	4.03	



Program/ s/Projects	Success Indicators (SI) (Targets + Measures)	Tasks Assigned	Actual Accomplishment June 2023	January - June Rating	January - June Rating				Remarks	Actual Accomplishment July-December 2023	July-December Rating			
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>
		e) Assist in preparing documents needed for the HRDC meeting	Assist in preparing documents needed for 1 meeting of HRDC.	3.9	4	4	3.9							
		f) Leave Administration processing and updating of leave balances and monetization upon request.	Prepare and processed leave applications for ALL employees, Magna Carta - 6 Maternity Leave - 10, Terminal Leave - 28 and Monetization Leave - 275 upon request.	4	4	4	4		Prepare and processed leave applications for ALL employees, Magna Carta - 0 Maternity Leave - 22, Terminal Leave - 19 and Monetization Leave - 55 upon request.	4	4	4	4	
		h) Prepare various letter request for trainings, seminars and the like.	Prepared 10 various letter request for trainings, seminars and the like.	4	4	4	4		Prepared 14 various letter request for trainings, seminars and the like.	4	4	4	4	
PERSONNEL	a. GSIS Web-Based Member	a. Employees records as to	Uploaded and reported the ff. forms to	4.1	4	4	4.03		Uploaded and reported the ff. forms to	4	4	4	4	
RECORDS	Records Creation and Updating	GSIS reconciled, monitored and updated everyday.	GSIS portal: Form A - 177, Form B - 4 Form C - 118, Form D - 91, Form E - 21 and Form F - 1122 for the updating, reconciliation and monitoring of employees GSIS records.						GSIS portal: Form A - 167, Form B - 5 Form C - 19, Form D - 90, Form E - 25 and Form F - 67 for the updating, reconciliation and monitoring of employees GSIS records.					
MANAGEMENT														





