INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CRISLLY 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. CRISTINY S. CUICO

Approved:

FARICA ZGAMBO - CUTAS

Approved:

VINCENT L. EMNAS, MPM

City Administrator, PMT

9/1/23 OIC-HRMO

Date :			Date:												
ogram/ /Projects		Tasks Assigned	Actual Accomplishment Janaury June 2023		Jan-June Rating Re				Actual Accomplishment July-December 2023	July-December Rating R					
				Q1	E ²	T ³	A ⁴		July-December 2023	Q1	E ²	T ³	A ⁴		
	a) 100% appointments	a) Prepare applicant's	Prepared applicant's attendance	4	4	4	4		Prepared applicant's attendance	4	4	4	4		
	approved and procedures duty	attendance for every position	for 24 positions for the period of						for 13 positions for the period of						
	performed w/ accuracy and	and inform applicants about	January - June 2023.					July - December 2023.							
	completeness submitted	the deliberation schedule.					E IZIVITA								
	before end of the issuing														
	month.	b) Assist during oral interview	Assisted during oral interview and	4	4	4	4		Assisted during oral interview and		4	4	4		
		and deliberation.	deliberation of the ff. months;					deliberation of the ff. months:							
			Jan 2023 35 - pre-assessed and 28					July 2023 54 - pre-assessed and 39				7/4			
			interviewed, Feb 2023 - 32 pre - assessed					interviewed, Aug. 2023 - 36 pre - assessed			- >				
			and 21 interviewed, Mar 2023 -					and 21 interviewed, Sept. 2023 - 22							
			19 pre-assessed and 11 interviewed,					pre-assessed and 17 interviewed,							
			Apr. 2023 - 24 pre-assessed and					Nov. 2023 - 10 pre-assessed							
			17 interviewed, May 2023 - 19 pre-assessed					and 7 interviewed and Dec. 2023 - 31	1 33 1/4		1,300				
			and 15 interviewed and June 2023 -					pre-assessed and 28 interviewed.		100000					
			36 pre-assessed and 27 interviewed.					pre assessed and 20 micerviewed.							
	b. Various Administrative										Epol S				
	Services accomplished	c) Encode and Print	Encoded and printed 247 certificate of	4.1	4	9	4.03		Encoded and printed 561 certificate of		4.1	4	4.03		
	upon request.	Certificate of Employment.	employment.						employment.				,,,		
		3													
RATIVE					N										
ICES		d) Assist in printing of Service	Assist in printing 32 Service Records	4	4	4.1	4.03		Assist in printing 259 Service Records		4	4	4.03		
		Records for Job Order	for Job Order Personnels for				DI HUI		for Job Order Personnels for						
		personnel for their gratuity	their gratuity pay.						their gratuity pay.		1				
		pay.			Mary!			Viet Jacobski (their gratuity pay.	10			/		
					7	10.18	707100				1,03				
						- 13									





rogram/	Success Indicators (SI) (Targets + Measures)	Tasks Assigned	Actual Accomplishment Janaury -	January - June Rating			ating	Remarks	Actual Accomplishment	July-December Rating			
s/Projects			June 2023		E	T³	A ⁴	Kemana	July-December 2023		E	T³	A ⁴
THE SHARE		e) Assist in prerparing	Assist in preparing documents needed for	3.9	4	4	3.94						
		documents needed for the	1 meeting of HRDC.										
100		HRDC meeting		13100									STATE OF THE PARTY
											100		
		f) Leave Administration	Prepare and processed leave applications	4	4 4 4 4			Prepare and processed leave applications	4	4	4	4	
		processing and updating of	for ALL employees, Magna Carta - 6					for ALL employees, Magna Carta - 0					
		leave balances and	Maternity Leave - 10, Terminal Leave - 28					Maternity Leave - 22, Terminal Leave - 19					
		monetization upon request.	and Monetization Leave - 275 upon					and Monetization Leave - 55 upon					
			request.					request.					
				1									
		h) Prepare various letter	Prepared 10 various letter request	4	4	4	4	The same	Prepared 14 various letter request	+	4	4	4
		request for trainings, seminars	for trainings, seminars and the like.						for trainings, seminars and the like.				
		and the like.											
					2 1								
					1								
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										-			0.000
ONNEL	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
ORDS	Records Creation and Updating	GSIS reconciled, monitored and	GSIS portal: Form A - 177, Form B - 4						GSIS portal: Form A - 167, Form B - 5				
GEMENT		updated everyday.	Form C - 118, Form D - 91, Form E - 21						Form C - 19, Form D - 90, Form E - 25				
			and Form F - 1122 for the updating,						and Form F - 67 for the updating,				
181			reconcilation and monitoring of						reconcilation and monitoring of	1 200	1485		
			employees GSIS records.						employees GSIS records.				
												1513	
	Marie Company of the												
													46.5



HUMAN RESOURCE MANAGEMENT OFFICE 2"FLR. NEW ORMOC CITY HALL, CITY OF ORMOC LOCAL NO. 1081, 1082, 1083, 1080



erall Rating			
ge Rating		32.05	Colonia City and California City and California
val Rating		Y US	
		05	
	Rater's Comments and Recommendation for Development purposes, R	ewards/Promotion :	ASSOCIATION PART
	signed Annal Accomplishment Janeary a		
Lucy 2002		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
une, 2023	CALIBRATED AND APPROVED:		ala de la companya della companya de
CRISLHY'S, CUICO			
	FARICA ZGAMBO - CUTAS		CENT L. EMNAS, MPM
Name/Signature of Ratee Date: 91123	Name/Signature of Rater Date:9/1/23		y Administrator, PMT
	A STATE OF THE STA	Date:	
	3-16 A3 Interviewed , Mar 2023 -		
mber, 2023			
() ()	CALIDDATED AND AREA		
mblhe/	CALIBRATED AND APPROVED:		
CRISCHY S. CUICO	FARICA ZGAMBO - CUTAS		
Name/Signature of Ratee	Name/Signature of Rater		CENT L. EMNAS, MPM
Date:	Date:		Administrator, PMT
		Date:	
2 Efficiency 2 Timeline 4 A			
2. Efficiency 3. Timeline 4. Average			
The state of the s	of Service Costle to printing the Service Records 194		



