

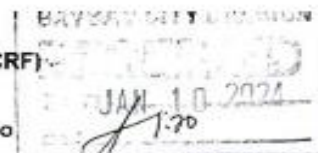
Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) CY - 2023

Name of Ratee : **ROLANDO ANTONIO B. MESIAS**
Position : Administrative Officer III
Rating Period : January - December 2023

Name of Rater: **EFREN G. CUASITO**
Position: Principal III
Principal In-Charge / District 6

Name of Rater: **MA. PERLA G. LAPICEROS, JD, Ph.D**
Position: Principal IV
District In-Charge / District 7



MFO's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				SCORE
				Q	E	T	Ave	
KRA 1 PERSONNEL ADMINISTRATION			65%					
KRA 1	Applicants initial evaluation and selection line up conducted	All Year Round	5%	4	4	4	4.00	0.200
	Completeness and authenticity of documents submitted to the HRMO for promotion and deployment of personnel checked and validated	All Year Round	5%	5	5	5	5.00	0.250
	ERF checked and submitted to SDO for processing	All Year Round	5%	5	5	5	5.00	0.250
	201 files checked	All Year Round	5%	5	5	5	5.00	0.250
	Form 7 of school personnel Prepared	All Year Round	5%	5	5	5	5.00	0.250
	Attendance/absences of school personnel monitored and checked vis-à-vis DTRs	All Year Round	5%	5	5	5	5.00	0.250
	School personnel form 6 facilitated	All Year Round	5%	5	5	5	5.00	0.250
	School Personnels request on Leave credits/Service Credits coordinated and communicated	All Year Round	5%	4	4	4	4.00	0.200
	Implementation of policies and guidelines with attached agencies coordinated	All Year Round	5%	5	4	4	4.33	0.217
	Personnel benefits processed and facilitated	All Year Round	5%	5	5	5	5.00	0.250
	Retirement papers checked	All Year Round	5%	5	4	4	4.33	0.217
	HR related functions assisted	All Year Round	5%	5	4	4	4.33	0.217
Policy Guidelines and regulations disseminated	All Year Round	5%	4	4	4	4.00	0.200	
KRA 2 PROPERTY CUSTODIANSHIP			6%					
KRA 2	Procurement of supplies and materials in the school assisted	All Year Round	3.0%	3	3	3	3.00	0.090
	Storage and safe keeping of Learning resources checked	All Year Round	3.0%	3	3	3	3.00	0.090
KRA 3. GENERAL ADMINISTRATIVE SUPPORT			7%					
KRA 3	School Reports/Documents submitted to the Division Office	All Year Round	3.5%	5	5	5	5.00	0.175
	Program and Project Assisted	All Year Round	3.5%	5	5	5	5.00	0.175
KRA 4. FINANCIAL MANAGEMENT			22%					
KRA 4	Prepare Purchase & Job Request	All Year Round	2%	5	5	5	5.00	0.100
	Prepare Request for Quotation	All Year Round	2%	5	5	5	5.00	0.100
	Prepare Abstract of Canvass	All Year Round	2%	5	5	5	5.00	0.100
	Prepare Purchase Order	All Year Round	2%	5	5	5	5.00	0.100
	Prepared Acceptance & Inspection Report	All Year Round	2%	5	5	5	5.00	0.100
	Prepare Vouchers	All Year Round	2%	5	5	5	5.00	0.100
	Prepare Cash Disbursement Report	All Year Round	2%	5	5	5	5.00	0.100
	Prepare Liquidation Report	All Year Round	2%	5	5	5	5.00	0.100
	Prepare Check Issued Report	All Year Round	2%	5	5	5	5.00	0.100
	Prepare General Ledger Report	All Year Round	2%	5	5	5	5.00	0.100
	Prepare Bank Reconciliation Report	All Year Round	2%	5	5	5	5.00	0.100
			100%	Numerical Rating				4.630
				Adjectival Rating				O

Numerical Rating: Adjectival Rating
4.500-5.00 (O) Outstanding
3.500-4.499 (VS) Very Satisfactory
2.500-3.499 (S) Satisfactory
1.500-2.499 (U) Unsatisfactory
below 1.499 (P) Poor

Ratee: **ROLANDO ANTONIO B. MESIAS**
Administrative Officer III

Rater: **EFREN G. CUASITO**
Principal III / District In-Charge / District 6

Approved by:

JOSEPHUS ANTHONY T. DUEÑAS
Administrative Officer V

Rater: **MA. PERLA G. LAPICEROS, JD, Ph.D**
Principal IV / District In-Charge / District 7

K **ED**
JAN 11 2024
BY: **MA. PERLA G. LAPICEROS**
BAYBAY CITY, LEYTE
BY: **MA. PERLA G. LAPICEROS**