



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

Name of Rater: LYNA M. GAYAS
Position: ADMINISTRATIVE OFFICER V
Date Review: DECEMBER 2024

Name of Employee: Mary Jeanne P. Ort
Position: ADAS III
Bureau/Center/Service/Division: OSDS-PAYROLL
Rating Period: JANUARY TO DECEMBER 2024

Position: ADAS III												
Bureau/Center/Service/Division: OSDS-PAYROLL												
Rating Period: JANUARY TO DECEMBER 2024												
TO BE FILLED IN DURING PLANNING							TO BE FILLED DURING EVALUATION					
MFOs	KRAS	OBJECTIVES	TIMELINE	Weight per Objective	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING			SCORE
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	
		1. Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims.	July-December	25%	5 100% of the salaries and benefits disbursed to employees were accurate and compliant with established policies and standards, with all employee queries regarding salary and benefit claims resolved within the prescribed timeframe	5 Task done with very minimal cost	5 Task done within or earlier than the timelines	100%				
					4 90-99% of the salaries and benefits disbursed to employees were accurate and compliant with established policies and standards, with employee queries regarding salary and benefit claims resolved within the prescribed timeframe	4 Task done with minimal cost	4 Task done within the timelines					
					3 80-89% of the salaries and benefits disbursed to employees were accurate and compliant with established policies and standards, with employee queries regarding salary and benefit claims resolved within the prescribed timeframe	3 Task done within the budgeted cost	3 Task done a week after the timelines					
					2 70-79% of the salaries and benefits disbursed to employees were accurate and compliant with established policies and standards, with employee queries regarding salary and benefit claims resolved within the prescribed timeframe	2 Task done far beyond the budget	2 Tasks done two (2) weeks after the timelines					

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					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave		
					1 69% and below of the pertinent documents for the payment of salaries, allowances, and benefits were accurately prepared and submitted to the Regional Payroll Services Unit (RPSU) within the prescribed timeframe	1 Task done beyond the budget	Task done more than two weeks after the timelines							
		3. Compute necessary deduction for inclusion in the monthly payroll.	July-December	15%	5 100% of the necessary deductions were accurately computed and included in the monthly payroll within the prescribed timeframe	5 Task done with very minimal cost	5 Task done within or earlier than the timelines	100%						
					4 90-99% of the necessary deductions were accurately computed and included in the monthly payroll within the prescribed timeframe	4 Task done with minimal cost	4 Task done within the timelines							
					3 80-89% of the necessary deductions were accurately computed and included in the monthly payroll within the prescribed timeframe	3 Task done within the budgeted cost	3 Task done a week after the timelines		5	5	5	0.75		
					2 70-79% of the necessary deductions were accurately computed and included in the monthly payroll within the prescribed timeframe	2 Task done far beyond the budget	2 Tasks done two (2) weeks after the timelines							
					1 69% of the necessary deductions were accurately computed and included in the monthly payroll within the prescribed timeframe	1 Task done beyond the budget	1 Task done more than two weeks after the timelines							
		4. Compute salary adjustment based on the new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA).	July-December	20%	5 100% of the computed salary adjustments, including changes in deductions, were accurately prepared based on the new salary schedule and promptly communicated to the personnel concerned through the issuance of Notices of Step Increase (NOSI) and/or Notices of Salary Adjustment (NOSA)	5 Task done with very minimal cost	5 Task done within or earlier than the timelines	100%						

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					QUALITY	EFFICIENCY	TIMELINESS		
	KRA 1: Salary Administration and Payroll Processing (90%)			4 90-99% of the computed salary adjustments, including changes in deductions, were accurately prepared based on the new salary schedule and promptly communicated to the personnel concerned through the issuance of Notices of Step Increase (NOSI) and/or Notices of Salary Adjustment (NOSA)	4 Task done with minimal cost	4 Task done within the timelines			
			3 80-99% of the computed salary adjustments, including changes in deductions, were accurately prepared based on the new salary schedule and promptly communicated to the personnel concerned through the issuance of Notices of Step Increase (NOSI) and/or Notices of Salary Adjustment (NOSA)	3 Task done within the budgeted cost	3 Task done a week after the timelines				
			2 70-79% of the computed salary adjustments, including changes in deductions, were accurately prepared based on the new salary schedule and promptly communicated to the personnel concerned through the issuance of Notices of Step Increase (NOSI) and/or Notices of Salary Adjustment (NOSA)	2 Task done far beyond the budget	2 Tasks done two (2) weeks after the timelines				
			1 69% and below of the computed salary adjustments, including changes in deductions, were accurately prepared based on the new salary schedule and promptly communicated to the personnel concerned through the issuance of Notices of Step Increase (NOSI) and/or Notices of Salary Adjustment (NOSA)	1 Task done beyond the budget	1 Task done more than two weeks after the timelines				
									5
									5
									5
									5
									1.00

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					QUALITY	EFFICIENCY	TIMELINESS		
					2 70-79% of coordination efforts with other DepEd offices/personnel involved in salary administration and payroll transactions, including the Administrative and Finance Divisions/Units, Regional Payroll Services Units, AAOs, Personnel Officer in charge of Pag-IBIG, and the office in charge of the DepEd Provident Fund, were effectively conducted to ensure seamless payroll processing	2 Task done far beyond the budget	2 Tasks done two (2) weeks after the timelines		
					1 69% and below of the suppliers' performance were monitored of coordination efforts with other DepEd offices/personnel involved in salary administration and payroll transactions, including the Administrative and Finance Divisions/Units, Regional Payroll Services Units, AAOs, Personnel Officer in charge of Pag-IBIG, and the office in charge of the DepEd Provident Fund, were effectively conducted to ensure seamless payroll processing	1 Task done beyond the budget	1 Task done more than two weeks after the timelines		
		1. Attend monthly meeting, facilitate various concern as member of Provincial School Board and HRM-PSB, attend assembly and congress, facilitate important updates of DEPED National Employees' Union (DEPED NEU).	January - December	5%	5 100% of the monthly meetings attended and facilitated various concern as member of Provincial School Board and HRM-PSB, attended assembly and congress, facilitated important updates of DEPED NEU	5 Task done with very minimal cost	5 Task done within or earlier than the timelines	100%	
					4 90-99% of the monthly meetings attended and facilitated various concern as member of Provincial School Board and HRM-PSB, attended assembly and congress, facilitated important updates of DEPED NEU	4 Task done with minimal cost	4 Task done within the timelines		

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					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	
					3 80-89% of the monthly meetings attended and facilitated various concern as member of Provincial School Board and HRM-PSB, attended assembly and congress, facilitated important updates of DEPED NEU	3 Task done within the budgeted cost	3 Task done a week after the timelines	4	4	4	4	0.20
					2 70-79% of the monthly meetings attended and facilitated various concern as member of Provincial School Board and HRM-PSB, attended assembly and congress, facilitated important updates of DEPED NEU	2 Task done far beyond the budget	2 Task done two (2) weeks after the timelines					
					1 69% of the monthly meetings attended and facilitated various concern as member of Provincial School Board and HRM-PSB, attended assembly and congress, facilitated important updates of DEPED NEU	1 Task done beyond the budget	1 Task done more than two weeks after the timelines					
					5 100% pre-bid, bid opening and RFQs attended, facilitated and processed various documents for Alternative or Public procurement and other related BAC submission, followed up various supplier for the delivery of the various items, goods and services, coordinated with the supply office for the various procurement	5 Task done with very minimal cost	5 Task done within or earlier than the timelines	100%				
		2. Attend meeting pre-bid, bid opening and RFQs, facilitate, process various documents for Alternative or Public procurement and other related BAC submission, follow up various supplier for the delivery of the various items, goods and services, coordinate with the supply office for the various procurement	January - December	5%	4 90-99% pre-bid, bid opening and RFQs attended, facilitated and processed various documents for Alternative or Public procurement and other related BAC submission, followed up various supplier for the delivery of the various items, goods and services, coordinated with the supply office for the various procurement	4 Task done with minimal cost	4 Task done within the timelines					
		KRA 2: Other duties. (10%)										

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					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	
					3 80-89% pre-bid opening and RFQs attended, facilitated and processed various documents for Alternative or Public procurement and other related BAC submission, followed up various supplier for the delivery of the various items, goods and services, coordinated with the supply office for the various procurement	3 Task done within the budgeted cost	3 Task done a week after the timelines	4	4	4	4	0.20	
					2 70-79% pre-bid opening and RFQs attended, facilitated and processed various documents for Alternative or Public procurement and other related BAC submission, followed up various supplier for the delivery of the various items, goods and services, coordinated with the supply office for the various procurement	2 Task done far beyond the budget	2 Tasks done two (2) weeks after the timelines						
					1 60% pre-bid opening and RFQs attended, facilitated and processed various documents for Alternative or Public procurement and other related BAC submission, followed up various supplier for the delivery of the various items, goods and services, coordinated with the supply office for the various procurement	1 Task done beyond the budget	1 Task done more than two weeks after the timelines						
OVERALL RATING FOR ACCOMPLISHMENTS													4.88

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

LYNA M. GAYAS
ADMINISTRATIVE OFFICER V
Rater

MARY JEANNE P. ORIT
ADAS III
Ratee

LYNA M. GAYAS MNA
Approving Authority

DEPED RPMS Form for Staff I 1

PART II. COMPETENCIES

Please rate yourself using the rating scale below.

CORE BEHAVIORAL COMPETENCIES

Self-Management

5	Sets personal goals and direction, needs and development.
5	Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values prominent in that of the organization.
5	Displays emotional maturity and enthusiasm for and is challenged by higher goals.
5	Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve goals.
5	Sets high quality, challenging, realistic goals for self and others

Professionalism and Ethics

5	Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employee (P.A. 6.7.7.3)
4	Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.
5	Maintains professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.
5	Makes personal sacrifices to meet the organization's needs.
5	Acts with a sense of urgency and responsibility to meet the organization's needs, improves systems and help others improve their effectiveness

Result Focus

5	Achieves results with optimal use of time and resources most of the time.
4	Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.
5	Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision
5	Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of making more cost-effective change in the system or in own work methods to make specific changes in the system or in own work methods to improve performance. Examples may include doing something better, faster, at lower cost, more efficiently; or improving quality, cost-effectiveness, service, innovation, productivity and
4.867	

Teamwork

5	Willingly does his/her share of responsibility.
5	Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization
5	Applies negotiation principles in arriving at win-win agreements.
5	Drives consensus and team ownership of decisions.
5	Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.

Service Orientation

5	Can explain and articulate organizational directions, issues and problems.
5	Takes personal responsibility for dealing with and/or correcting customer service issues and concerns
5	Initiates activities that promotes advocacy for men and women empowerment.
5	Participates in updating of office vision, mission, mandates & strategies based on DepEd strategies and directions through
5	Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.

Innovation

4	Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (root and/or operational approach)
5	Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results
5	Promotes a creative climate and inspires co-workers to develop original ideas or solutions.
5	Translates creative thinking into tangible changes and solutions that improve the work unit and organization.
5	Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.
4.933	

Core Skills

Oral Communication

5	Follows instructions accurately.
5	Expresses self clearly, fluently and articulately.
5	Uses appropriate medium for the message.
5	Adjusts communication style to others.
5	Guides discussion between and among peers to meet an objective.

Written Communication

5	Knows the different business communication formats used in the DepEd.
5	Writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical errors (e.g. name, number, etc.)
5	Secures information from required references (i.e., Directories, schedules, notices, instructions) for specific purposes.
4	Self-edits words, numbers, phonetic notation and content, if necessary. Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications.

Computer/ICT Skills

5	Prepares basic compositions (e.g. letters, reports, spreadsheets and graphic presentation using Word Processing and Excel.
5	Identifies different computer parts, turns the computer on/off, and work on a given tasks with acceptable speed and accuracy and connects computer peripherals (e.g. printer, modem, multimedia peripherals, etc.)
5	Prepares simple presentation using Powerpoint.
5	Utilizes technologies to: access information to enhance professional productivity, assists in conducting research and communicate through local and global professional network. Recommends appropriate technology to enhance productivity and professional practice.
4.933	

OVERALL COMPETENCY RATINGS

4.900	CORE BEHAVIORAL COMPETENCIES
4.933	Core Skills
4.917	OVERALL RATING

NAME & SIGNATURE OF RATEE: MARY JEAN ORTIZ Date: _____

* This is for personal and professional development purposes only.

Rating Scale: 5 - Role Model; 4 - Consistently demonstrates; 3 - Most of the time demonstrates; 2 - Sometimes demonstrates; 1 - Rarely demonstrates

PART III: SUMMARY OF RATINGS FOR DISCUSSION


Final Performance Results	Rating	Adjectival Rating
	4.88	OUTSTANDING

1. Accomplishment of KRAs and Objectives

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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:	MARY JEANNE P. ORIT	Name of Superior:	LYNA M. GAVAS
Signature:		Signature:	
Date:		Date:	

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)		Timeline	Resources Needed
		Learning Objectives	Intervention		
A. Functional Competencies (from Part I)					
1. Integration of all data needed for salary claims and other benefits in the Payroll System DIV and ELEM 2. Reconciliation of loan billings posted in the Payroll System	Review and verify all data posted in the Payroll System Maintain hardcopy for all GFIs and Plus loan billings in reconciling the items	Time Management	*Ask Technical Assistance from RO and CO *Training on Technical aspect of the System	Year round	desktop,laptop,printer
		Time Management	Ask Technical Assistance from Direct Office Head	Year round	desktop,laptop,printer
B. Core Behavioral/Core Skills (from Part II)					
1. Achieve results with optimal use of time and resources	1. Utilizes the technology used to meet the required output	Learn more and suggest the best resources to improve the nature of work	Maximize all the technologies that helpful to the system	Year round	none
		Promotes teamwork to achieve the organizational goals and objectives	Attend Training on Enhancement of Payroll System	Year round	Training
3. Willingly does his/her share of responsibility.	3. Promotes collaboration,teamwork for the good of the organization				

Feedback/Reflection/Agreement:

 LYNA M. GAVASA ADMINISTRATIVE OFFICER V Rater	 MARY JEANNE P. ORIT Administrative Assistant III Ratee	 LYNA M. GAVASA ADMINISTRATIVE OFFICER V Approving Authority
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