

## COMMITMENT AND REVIEW FORM (IPCRF)

			1. Check the a and benefits gi on a periodic queries pertain claims.	MFOs KRAs OBJ	Rating Period: JANUARY TO DECEMBER 2027	Bureau/Center/Service/Division: OSDS-PAYROLL	Name of Employee:Mary Jeanne P. Orit	
			<ol> <li>Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims.</li> </ol>	OBJECTIVES				
			December	TIMELINE	TO BE			IN
				Objective	Weight per			DIVIDUAL P
2 70-79% of the salaries and benefits disbursed to employees were accurate and compilant with employees which is and standards, with employee established policies and standards, with employee queries regarding salary and benefit claims resolved	3 80-89% of the salaries and benefits disbursed to employees were accurate and compliant with established policies and standards, with employee established policies and standards, with employee quenes regarding salary and benefit claims resolved within the prescribed timeframe	4 90-99% of the salaries and benefits disbursed to employees were accurate and compliant with employees were accurate and standards, with employee established policies and standards, with employee queries regarding salary and benefit daims resolved within the prescribed timeframe	Φ.		PERFORMANCE			Name Name Posi
2 Task done far beyond the budget	3 Task done within the budgeted cost	Task done with minimal cost		very	EFFICIENCY		Date Review: DECEMBER 2024	Name of Rater: LYNA M. GAYAS Position: ADMINISTRATIVE OFFICER V
2 Tasks done two (2) weeks after the timelines	3 Task done a week after the timelines	4 Task done within the timelines	melines	5 Task done within or earlier than the	TIMELINESS		MBER 2024	M. GAYAS RATIVE OFFICER V
3				10070	RESULTS	ACTUAL ACTUAL		
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3	1.25					SCORE		

Name of Employee:Mary Jeanne P. Orit Rating Period: JANUARY TO DECEMBER 2024 Bureau/Center/Service/Division: OSDS-PAYROLL Position: ADAS III MFOS KRAS documents for payment of salaries Services Unit (RPSU) pertinent Submit to the Regional Payroll OBJECTIVES TIMELINE December July-TO BE FILLED IN DURING PLANNING Weight per Objective 5% 1 69% and below of the salaries and benefits 5 100% of the pertinent documents for the payment of 2 70-79% of the pertinent documents for the payment 3 80-89% of the pertinent documents for the payment 4 90-99% of the pertinent documents for the payment salaries, allowances, and benefits were accurately prepared and submitted to the Regional Payroll with a significant number of employee queries compliant with established policies and standards disbursed to employees were accurate and Services Unit (RPSU) within the prescribed within the prescribed timeframe regarding salary and benefit claims not resolved of salaries, allowances, and benefits were accurately prepared and submitted to the Regional Payroll Services Unit (RPSU) within the prescribed of salaries, allowances, and benefits were accurately prepared and submitted to the Regional Payroll Services Unit (RPSU) within the prescribed of salaries, allowances, and benefits were accurately prepared and submitted to the Regional Payroll Services Unit (RPSU) within the prescribed QUALITY PERFORMANCE INDICATORS 1 Task done beyond 5 Task done with very 2 Task done far 3 Task done within the 4 Task done with Position: ADMINISTRATIVE OFFICER V Name of Rater: LYNA M. GAYAS Date Review: DECEMBER 2024 the budget minimal cost budgeted cost beyond the budget minimal cost EFFICIENCY 1 Task done more than two weeks after the Task done a week after the timelines earlier than the Task done within or timelines timelines Task done within the weeks after the timelines Tasks done two (2) TIMELINESS RESULTS ACTUAL 100% TO BE FILLED DURING EVALUATION Ch RATING On ch Ave C SCORE 0.25

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ame of Employe sition: ADAS III ireau/Center/S	sition: ADAS III rreau/Center/Service/Division: OSDS-PAYROLL	o. Orit DSDS-PAYROLL				Position: ADMINISTRATIVE OFFICER V Date Review: DECEMBER 2024	RATIVE OFFICER V MBER 2024	13 38 04	ED DUR	NG EVALU	ATION
ting Period: JAI	iting Period: JANUARY TO DECEMBER 2024	MBER 2024		SHED IN D	IBING BI ANNING			TO BE FIL	LED DUR	TO BE FILLED DURING EVALUATION	ATION
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MFOs	KRAS	OBJECTIVES	TIMELINE	Objective	$\vdash$	EFFICIENCY	TIMELINESS	RESULIS	0	+	3,0
					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 lask done beyond the budget	two weeks after the timelines	4000			
		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		Ċħ	O1	5 0.75
					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				
					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 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%			

				MFOs	Nothing of the second	Bureau/Center/Sei	Name of Employee Position: ADAS III
	(90%)	KRA 1: Salary Administration and Payroll Processing		KRAs		Bureau/Center/Service/Division: OSDS-PAYKOLL Barting Period: JANUARY TO DECEMBER 2024	Name of Employee:Mary Jeanne P. Orit Position: ADAS III
X				OBJECTIVES		2024	
				TIMELINE	108		
				Objective	Wisiaht per		
1 69% and below of the computed salary adjustments, including changes in deductions, were adjustmently 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 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)	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)	4 90,39% of the computer sent y expensions, were accurately including changes in deductions, were accurately including changes in deductions, were accurately prepared based on the new salary schedule and prepared based on the new salary schedule and promptly communicated to the personnel concerned through the issuance of Notices of Step Increase through the issuance of Salary Adjustment (NOSA) (NOSI) and/or Notices of Salary Adjustment (NOSA)	QUALITY OUT OF THE PROPERTY OF	Weight per		
1 Task done beyond the budget	2 Task done far beyond the budget	3 Task done within the budgeted cost	minimal cost	Task done with	DICATORS		Position: ADMINISTRATIVE OFFICER V Date Review: DECEMBER 2024
1 Task done more than the three timelines	2 Tasks done two (2) weeks after the timelines	3 Task done a week after the timelines	tmeines	4 Task done within the	TIMELINESS		ATIVE OFFICER V IBER 2024
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		1.00			100	SCORE	NO

Name of Employee:Mary Jeanne P. Orit  Position: ADAS III  Bureau/Center/Service/Division: OSDS-PAYROLL  Rating Period: JANUARY TO DECEMBER 2024    File Collective   Collectiv
PAYROLL  2024  TO BE FILLED IN DU Weight per Objective ssist in providing technical stance to a cluster of schools, ed to payroll processing and ry administration.  TIMELINE Unique Objective December December Objective Objective Objective Objective Objective Objective Objective Objective Objective
Weight per Objective 5%
Weight per Objective  5%  5 100% of the technica cluster of schools we processing and salar accurate and timely
URING PLANNING  5 100% of the technica cluster of schools we processing and salar accurate and timely 169% of the technical cluster of schools we processing and salar accurate and timely 2 70-79% of the technical schools where the schools we processing and salar accurate and timely 2 2 70-79% of the technical schools where the schools
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Position: ADMINISTRATIVE OFFI Date Review: DECEMBER 2024  INDICATORS  EFFICIENCY  STask done with very  STask done with very  Task done with timelines  Task done within the 3 Task done with done with done offi  Task done far weeks after the timelines  Task done beyond  Task done timelines
Position: ADMINISTRATIVE OFFICER V Date Review: DECEMBER 2024  ICATORS  EFFICIENCY  Task done with very  Task done with very  Task done within the minimal cost timelines  Task done within the 3 Task done within the budgeted cost after the timelines  Task done far veeks after the timelines  Task done beyond 1 Task done more than the budget timelines  Task done beyond 1 Task done more than the budget timelines
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TO BE FILLED DURING EVALUATION THAT RATING SULTS Q E T Ave 00% 5 4 5 4.867
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AVE SCORE 4.667 0.23

Name of Employee:Mary Jeanne P. Orit Position: ADAS III Rating Period: JANUARY TO DECEMBER 2024 Bureau/Center/Service/Division: OSDS-PAYROLL MFOS KRAS the Regional Payroll Services he office in charge of the DepEd Officer in-charge of Pag-IBIG and Jnits, the AAOs, the Personnel Divisions/Units, and, in particular Administrative and Finance and payroll transactions, such as DepEd offices/personnel who are rovident Fund. nvolved in salary administration Closely coordinate with other OBJECTIVES December TIMELINE July-TO BE FILLED IN DURING PLANNING Weight per Objective 15% 5 100% of coordination efforts with other DepEd 4 90-99% of coordination efforts with other DepEd 1 69% of the updates on company policies and tax 3|80-99% of the suppliers' performance were legislation impacting remuneration were reviewed and payroll transactions, including the charge of the DepEd Provident Fund, were Regional Payroll Services Units, AAOs, Personne and payroll transactions, including the documented, and applied to ensure compliance and charge of the DepEd Provident Fund, were processing effectively conducted to ensure seamless payroll Officer in charge of Pag-IBIG, and the office in Administrative and Finance Divisions/Units, effectively conducted to ensure seamless payroll Officer in charge of Pag-IBIG, and the office in Regional Payroll Services Units, AAOs, Personne offices/personnel involved in salary administration offices/personnel involved in salary administration and payroll transactions, including the Administrative and Finance Divisions/Units, processing effectively conducted to ensure seamless payroll charge of the DepEd Provident Fund, were Regional Payroll Services Units, AACs, Personne offices/personnel involved in salary administration monitoredof coordination efforts with other DepEd Officer in charge of Pag-IBIG, and the office in Administrative and Finance Divisions/Units QUALITY PERFORMANCE INDICATORS 1 Task done beyond 5 Task done with very Task done with Date Review: DECEMBER 2024 Position: ADMINISTRATIVE OFFICER V Name of Rater: LYNA M. GAYAS the budget minimal cost budgeted cost Task done within the minimal cost EFFICIENCY 5 Task done within or 1 Task done more than 4 Task done within the 3 Task done a week after the timelines two weeks after the earlier than the timelines timelines TIMELINESS RESULTS ACTUAL 100% TO BE FILLED DURING EVALUATION P 5 RATING S On Ave on SCORE 0.75

Name of Employee:Mary Jeanne P. Orit	:Mary Jeanne P.	Orit				Position: ADMINISTRATIVE OFFICER V Date Review: DECEMBER 2024	RATIVE OFFICER V MBER 2024				
Position: AUA3 III Burgeri / Center/Service/Division: OSDS-PAYROLL	vice/Division: 0	SDS-PAYROLL						TO BE FII	TO BE FILLED DURING EVALUATION	VG EVALL	ATIO
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	VBA:	OBJECTIVES	TIMELINE	Weight per	QUALITY	EFFICIENCY	TIMELINESS	RESULTS	Q m	-	Ave
					2 70-79% of coordination efforts with other Deptor offices/personnel involved in salary administration and payroll transactions, including the Administrative and Finance Divisions/Units, Ados, Personnel Regional Payroll Services Units, AAOs, Personnel Officer in charge of Pag-IBIG, and the office in charge of the Deptor Provident Fund, were effectively conducted to ensure seamless payroll processing	beyond the budget	weeks after the timelines				
					1 69% and below of the suppliers' performance were monitoredof coordination efforts with other DepEd offices/personnel involved in salary administration and payroll transactions, including the Administrative and Finance Divisions/Units, Ados, Personnel 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	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%			
		important updates of DEPED National Employees' Union (DEPED NEU).			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	3	1		

Bureau/Center/Service/Division: OSDS-PAYROLL Name of Employee:Mary Jeanne P. Orit Rating Period: JANUARY TO DECEMBER 2024 Position: ADAS III MFOs duties. (10%) KRA 2: Other KRAS Attend meeting pre-bid,bid opening and RFQs, facilitate, and other related BAC Alternative or Public procurement procurement various items, goods and process various documents for upply office for the various upplier for the delivery of the ervices, coordinate with the ubmission, follow up various OBJECTIVES TIMELINE January -December TO BE FILLED IN DURING PLANNING Weight per Objective 5% 2 70-79% of the monthly meetings attended and 5 100% pre-bid, bid opening and RFQs attended 3|80-89% of the monthly meetings attended and 1 69% of the monthly meetings attended and 4 90-99%pre-bid.bid opening and RFQs attended, and congress, facilitated important updates of School Board and HRM-PSB, attended assembly facilitated various concern as member of Provincia the delivery of the various items, goods and BAC submission, followed up various supplier for facilitated and processed various documents for and congress, facilitated important updates of School Board and HRM-PSB, attended assembly facilitated various concern as member of Provincial DEPED NEU and congress, facilitated important updates of School Board and HRM-PSB, attended assembly facilitated various concern as member of Provincial Alternative or Public procurement and other related BAC submission, followed up various supplier for services, coordinated with the supply office for the various procurement services, coordinated with the supply office for the the delivery of the various items, goods and Alternative or Public procurement and other related facilitated and processed various documents for various procurement QUALITY PERFORMANCE INDICATORS 2 Task done far 1 Task done beyond 3 Task done within the 5 Task done with very Position: ADMINISTRATIVE OFFICER V 4 Task done with budgeted cost Date Review: DECEMBER 2024 Name of Rater: LYNA M. GAYAS the budget beyond the budget minimal cost minimal cost EFFICIENCY 1 Task done more than 2 Tasks done two (2) 3 Task done a week after the timelines 5 Task done within or 4 Task done within the earlier than the two weeks after the timelines weeks after the umelines timelines TIMELINESS RESULTS ACTUAL TO BE FILLED DURING EVALUATION 100% p 44-RATING 4 Ave 4 SCORE 0.20

Name of Employee:Mary Jeanne P. Orit Rating Period: JANUARY TO DECEMBER 2024 Bureau/Center/Service/Division: OSDS-PAYROLL Position: ADAS III To get the score, the rating is multiplied by the weight ass. MFOS LYNA M. GAYAS ADMINISTRATIVE OFFICER V KRAS OBJECTIVES TIMELINE TO BE FILLED IN DURING PLANNING Weight per Objective 2 70-79% pre-bid bid opening and RFQs attended, facilitated and processed various documents for 3 80-89% pre-bid, bid opening and RFQs attended, facilitated and processed various documents for 1 69% pre-bid,bid opening and RFQs attended the delivery of the various items, goods and BAC submission, followed up various supplier for various procurement services, coordinated with the supply office for the Alternative or Public procurement and other related BAC submission, followed up various supplier for the delivery of the various items, goods and Alternative or Public procurement and other related BAC submission, followed up various supplier for facilitated and processed various documents for various procurement services, coordinated with the supply office for the the delivery of the various items, goods and Atternative or Public procurement and other related various procurement services, coordinated with the supply office for the QUALITY PERFORMANCE INDICATORS 2 Task done far 3 Task done within the 1 Task done beyond Date Review: DECEMBER 2024 Position: ADMINISTRATIVE OFFICER V Name of Rater: LYNA M. GAYAS budgeted cost beyond the budget the budget EFFICIENCY 3 Task done a week 2 Tasks done two (2) 1 Task done more than after the timelines weeks after the timelines two weeks after the timelines TIMELINESS RESULTS OVERALL RATING FOR ACCOMPUSHMENTS ACTUAL TO BE FILLED DURING EVALUATION LYNA M. GAYAS MA Approving Authori DEPED RPMS Form for Staff | 1 Q 4 RATING Ave 4 SCORE 0.20 4.88

	ies demonstrates, .	
4.917	NAME & SIGNATURE OF RATEE   Date:	Tayleinnment purposes
4.933 Core Skills	MARY JEAN HE ORIT	4.867
OVERALL COMPETENCY RALINGS	4.933	5 better, rasternar catifaction morale without rattion and
4,9333	minimal resources.	Makes specific changes in the system by include doing something improve performance. Examples may include doing something improve performance, more efficiently; or improving
practice.	5 Uses ingenious methods to accomplish responsibilities.	Expresses a diesile to the content or more precise ways of waste or inefficiency. May focus on new or more precise ways of waste or inefficiency. May focus on new or more precise ways of meahing good and the content of the content
	5 Translates creative thinking into tangible changes and solutions that improve the work unit and organization.	usefulness/acceptability and completeness with no supervision usefulness/acceptability and completeness with no supervision at
T	Original luces of second	Delivers error-free outputs most or are small and consistently. Able to standard operating procedures correctly and consistently. Able to standard operating procedures with the small of work in terms of
	5 Promotes a creative climate and inspires co-workers to develop	methods by placing organizational needs before personal needs.
	5 Demonstrates an ability to think "beyond the box of the focuses on improving personal productivity to create higher focuses on improving personal productivity to create higher	5 the time.
Identifies different computer parts, turns the computer only or, and the second accuracy and connects computer pereipherals (e.g.	A Examines are locally increases, and suggests between solutions. Fosters new ideas, processes, and suggests between the solutions. Fosters new ideas, processes, and suggests between the solutions.	Result Focus  Achieves results with optimal use of time and resources most of
prepares basic compound of processing and excel.  presentation using Word Processing and excel.	Innovation  Innovation  Innovation	5 their effectiveness
Computer/ICT Skills  Computer/ICT Skills  (e.g. letters, reports, spreadsheets and graphic	simplified procedures that will furtien emission -	Acts with a sense of urgency and responsibility to meet the
Demonstrates clarity, fluency, impact, communications.		
5 Self-edits words, numbers, phonetic numbers and effectiveness in his/her written	5 Initiates activities that promoves out on mission, mandates &	4 into account the impact of instruction that in the impact of the into account the impact of into account the into accou
5 Secures information from required reterrings from the secures information from required reterrings for specific numbers.	costumer service issues and concerns	Practices ethical and professional behavior and conduct taking
based on readily available information date with the based on the		
	5 Can explain and articulate organization	ressionalism and Ethics
5 Knows the different positions of the control of t	Service Orientation	G. Chinasa
Written Communication  Written Communication formats used in the DepEd.	Works constructively and collaboratively with second objectives.	5 checklists, etc.) to achieve goals for self and others
5 Guides discussion between and among peers to meet an object.	5 Drives consensus and team ownership of decisions	
5 Adjusts communication style to others.	5 Applies negotiation principles in arriving or	purposive and takes into account persons and is
5 Uses appropriate medium for the message.	goal accomplishment across the organization	Undertakes personal actions and behaviors that are clear and
5 EXPLOSORS and 1	5 Willingly does nis/net since control of teamwork and promotes collaboration and removes barriers to teamwork and	is and development.
5 Follows instructions accurately.		
Oral Communication		please rate yourself using the rating scale below.
or the	PART II. COMPETENCIES	For IPCRF (Non-Teaching/Teaching-Related Personnel)

Rater - Ratee Agreement
The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance rating. and other benefits in the Payroll System DIV A. Functional Competencies (from Part I) and ELEM Willingly does his/her share of time and resources B. Core Behavioral/Core Skills (from Part II) Payroll System responsibilty. Reconciliation of loan billings posted in the . Integration of all data needed for salary claims Feedback/Reflection/Agreement: Achieve results with optimal use of Strengths LYNA M GAYAS
ADMINISTRATIVE OFFICER V Accomplishment of KRAs and Objectives 1. Utilizes the technology used to meet the required output Review and verify all data posted in the Payroll System Name of Employee: Signature: Maintain hardcopy for all GFIs and PLIs loan billings in reconciling the organization 3. Promotes collaboration, teamwork for the good of the **Development Needs** Final Performance Results PART IV: DEVELOPMENT PLANS MIARY JEANNE P. ORIT Administrative Assistant III PART III: SUMMARY OF RATINGS FOR DISCUSSION Ratee Learn more and suggest the best resources to improve the Time Management Time Management the organizational goals and Promotes teamwork to achieve Attend Training on Enhancement of nature of work objectives Learning Objectives (Recommended Developmental Intervention) Action Plan Date: Name of Superior: Signature: Maximize all the technologies that helpful to the system Ask Technical Assistance from Direct Office Head and CO \*Training on Technical aspect of the \*Ask Technical Assistance from RO Payroll System Intervention Rating 4.88 Administrative Officer V Approving Authority LYNA M. GAYAS MPA 0 LYNA M. GAYAS Year round Year round Year round Year round Timeline **Adjectival Rating** OUTSTANDING deskstop,laptop,printer none deskstop,laptop,printer Training Resources Needed DEPED RPMS Form for Staff | 3