

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

SUMMARY OF RATING PER KRA

Name of Ratee : ELCAR S. BAUTISTA
 Position : Accounting Clerk - JO
 School : Baybay National High School
 Bureau/Division : DepEd Baybay City
 Rating Period : January 1, 2020 to December 31, 2020

Name of Rater : JULIETA T. DENDEN, Ed.D.
 Position : Principal IV CITY DIVISION
 Date Reviewed:

RECEIVED
 DATE: 19 JAN 2021

KRA	Weight per KRA	OBJECTIVES	Weight per Objective	Rating	Score
1. Secretariat / Records Management	20%	1 Recorded documents or communications received 2 Reply and prepare communication (e.g. Travel Order, S.O., Recommendation, Endorsement) 3 Answer telephone calls. 4 Maintaining the cleanliness of the Principal's office.	5% 5% 5% 5%	4 4 4 4	0.20 0.20 0.20 0.20
Sub-Total			20%		0.80
2. Financial Records and Reports	10%	5 Record disbursement vouchers and obligation slip for claims	10%	5	0.50
Sub-Total			10%		0.50
3. Accounting Services Performed	50%	6 Checked financial claims (Travel & Training) 7 Allocation and Obligation Slip prepared 8 Prepared disbursements 9 Remittances to GSIS, Pag-ibig and Philhealth prepared 10 Prepared remittances to BIR	10% 15% 10% 5% 10%	4 5 5 5 5	0.40 0.75 0.50 0.25 0.50
Sub-Total			50%		2.40
4. Other Tasks	20%	Do other tasks aside from the regular accounting 11 Prepare Job Request for the JO's Personnel 12 Participate School activities/faculty and staff meetings 13 Other tasks requested/assigned done 14 Follow the school policies and regulations such as wearing of school ID, prescribed uniforms and wearing smile.	5% 5% 5% 5%	5 3 3 3	0.25 0.15 0.15 0.15
Sub-Total			20%		0.70
Final Rating			100%		4.40
Range	Adjectival Rating		Scale	Definition	
4.500-5.000	Outstanding		5	Role Model	
3.500-4.499	Very Satisfactory		4	Consistency Demonstrates	
2.500-3.499	Satisfactory		3	Most of the Time Demonstrates	
1.500-2.499	Unsatisfactory		2	Sometimes Demonstrates	
Below 1.499	Poor		1	Rarely Demonstrates	

ELCAR S. BAUTISTA
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 Accounting Clerk - JO

JULIETA T. DENDEN, Ed.D.
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 Principal IV
 Rater

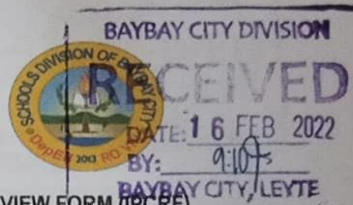
Approved By:

JOSEPHUS ANTHONY T. DUEÑAS
 JOSEPHUS ANTHONY T. DUEÑAS
 Administrative Officer V 1/19/21
 Approving Authority

REPUBLIC OF THE PHILIPPINES
Department of Education (DepEd)



BAYBAY CITY DIVISION
Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)
CY - 2021

Name of Ratee : ELCAR S. BAUTISTA
Position : OFFICE CLERK - J.O
School : BAYBAY NATIONAL HIGH SCHOOL
Bureau/Division : BAYBAY CITY DIVISION
Rating Period : JANUARY TO DECEMBER 2021

Name of Rater: JULIETA T. DENDEN, EdD
Position: PRINCIPAL IV

MFO's	OBJECTIVES	TIMELINE	Weight per KRA	ACTUAL RESULTS				Score
				Q	E	T	AVE	
KRA 1 Secretariat / Records Management	1 Recorded documents or communications received	All Year Round	10%	5	4	5	4.67	0.47
	2 Reply and prepare communication (e.g. Travel Order, S.O., Recommendation, Endorsement)	All Year Round	10%	5	4	4	4.33	0.43
	3 Answer telephone calls.	All Year Round	10%	5	4	4	4.33	0.43
	4 Prepare Reports of the School Head	All Year Round	30%	5	5	4	4.67	1.40
	5 Encoded Grade Sheet summary received from the teachers by grade level	All Year Round	10%	5	4	4	4.33	0.43
	6 Maintaining the cleanliness of the Principal's office.	All Year Round	5%	4	4	4	4	0.20
Sub-Total			75%					3.37
KRA 2 Other Task	Do other tasks aside from Secretariat/Records							
	1 Prepare Job Request for the JO's Personnel	All Year Round	5%	5	4	5	4.67	0.23
	2 Participate School activities/faculty and staff meetings	All Year Round	5%	4	4	4	4	0.20
	3 Other tasks requested/assigned done	All Year Round	5%	5	5	4	4.67	0.23
	4 Attended Flag Ceremony during Mondays	All Year Round	5%	4	4	4	4	0.20
	5 Follow the school policies and regulations such as wearing of school ID, prescribed uniforms and wearing smile.	All Year Round	5%	4	4	4	4	0.20
Sub-Total			25%					1.07
Final Rating			100%	Numerical Rating				4.43
				Adjectival Rating				VS
Range	Adjectival Rating		Scale	Definition				
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