

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

SHELLABELLE F. SEMBRANO / Clerk III of Office of the Provincial Manager of NFA-Northern Leyte Provincial Office commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December 2020.

Signature of Employee

Date:

APPROVED BY:

Name: LYNN SOCORRO D. CINCO

Position: Provincial Manager

Date:

Rating:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

MAJOR FINAL OUTPUTS	Success Indicators (Targets + Measures)	%	Weight	Actual Accomplishments	RATING				Equiv. Rating	Remarks
					Q1	E2	T3	A4		
1. Receiving and dissemination of incoming/outgoing communications in the office of PM and AGSS and other messengerial/reproduction services of all communications.	Acted daily and within the day 5.00 - acted daily/immediately upon receipt 4.00 - acted daily/after 30 min upon receipt 3.00 - acted daily/and within the day 2.00 - acted daily/after 1 day upon receipt 1.00 - acted daily/after 2 days upon receipt	50.00%		Received/disseminated incoming/outgoing communications to/from office of the PM and AGSS and other messengerial/ reproduction services of all communication			5.00	5.00	2.50	
2. Printing/reproduction of emails on all NFA issuances for information of the Office of the Provincial Manager.	Efficiency: 5.00 - 70% or less of the allotted time 4.00 - 85% to 71% of the allotted time 3.00 - 110% to 86% of the allotted time 2.00 - 140% to 101% of the allotted time 1.00 - 150% or more of the allotted time Effectiveness: 5.00 - 130% and above target attained 4.00 - 115% to 129.99% of target attained 3.00 - 90% to 114.99% of target attained 2.00 - 51% to 89.99% of target attained 1.00 - 50.99% and below target attained	5.00%		checked into NFA Leyte email and printed communications for PM's info (70% or less of the allotted time of competition) 130% of the target attained	5.00		5.00	5.00	0.25	

FINAL OUTPUTS	Success Indicators (Targets + Measures)	%	Actual Accomplishments	RATING				Equiv. Rating	Remarks
				Q1	E2	T3	A4		
3. Encoding of Office Orders and other communications and administrative issuances.	<p><i>Issuance of Office Order - 2 days after instruction is received from immediate supervisor.</i></p> <p>4.00 - 1 day after receipt of instruction 3.00 - 2 days after receipt of instruction 2.00 - 3 days after receipt of instruction 1.00 - 4 days after receipt of instruction</p> <p><i>Effectiveness:</i> 5.00 - 130% and above target attained 4.00 - 115% to 129.99% of target attained 3.00 - 90% to 114.99% of target attained 2.00 - 51% to 89.99% of target attained 1.00 - 50.99% and below target attained</p>	15.00%	Encoded Office Orders, other communication and administrative issuances 1 day after receipt of instruction.		5.00	5.00	5.00	0.75	
4. Liquidate Cash Advances	<p>Liquidation within 30 days from date of cash advance.</p> <p>5.00 - 10 days or earlier from date of cash advance 4.00 - 20 days from date of cash advance 3.00 - 30 days from date of cash advance 2.00 - 40 days from date of cash advance 1.00 - 50 days from date of cash advance</p>	5.00%	Liquidated 10 days or earlier from date of cash advance.			5.00	5.00	0.25	
5. Leave Administration Terminal Leave	<p><i>ALA processed 5 days upon receipt.</i></p> <p><i>Terminal Leave processed and completed within 100 days after receipt of complete requirements.</i></p> <p><i>Efficiency:</i> 5.00 - 70% or less of the allotted time 4.00 - 85% to 71% of the allotted time 3.00 - 110% to 86% of the allotted time 2.00 - 140% to 101% of the allotted time 1.00 - 150% or more of the allotted time</p>	10.00%	Processed & completed w/in 85% of the allotted time of completion		5.00	5.00	5.00	0.50	

FINAL OUTPUTS		Success Indicators (Targets + Measures)		% Weight	Actual Accomplishments	RATING				Equiv. Rating	Remarks	
						Q1	E2	T3	A4			
		Effectiveness: 5.00 - 130% and above target attained 4.00 - 115% to 129.99% of target attained 3.00 - 90% to 114.99% of target attained 2.00 - 51% to 89.99% of target attained 1.00 - 50.99% and below target attained										
6. Act as Information Officer		Information Officer's duties and responsibilities should be acted 95% effectiveness. Rating Scale: 100% performance - 5.0 OUTSTANDING 98% performance - 4.0 VERY SATISFACTORY 95% performance - 3.0 SATISFACTORY 93% performance - 2.0 UNSATISFACTORY 90% and below - 1.0 POOR		10.00%	Acted upon within 95% effectiveness		4.50		4.50		0.45	
7. Tasks under the Office of the Provincial Manager as well as tasks under the general services.		Effectiveness: 5.00 - 130% and above target attained 4.00 - 115% to 129.99% of target attained 3.00 - 90% to 114.99% of target attained 2.00 - 51% to 89.99% of target attained 1.00 - 50.99% and below target attained		5.00%	Attained 130.00% of the target.		5.00		5.00		0.25	
						TOTAL EQUIVALENT RATING				4.95		
						ADJECTIVAL RATING				VS		
Comments and recommendations for development purposes or rewards/promotion												
The above rating has been discussed with:		SHEILA BELLE - SEMBRANO		Name and signature of rater:		JACKLYN MARIE A. SILVA						
Position:		CLERK III		Position:		ADMINISTRATIVE OFFICER III						
Date:				Date:								
Final Rating by Office Head:		LYNN SOCORRO D. CINCO										
Position:		PROVINCIAL MANAGER										
Date:												