



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
SCHOOLS DIVISION OFFICE - Biliran
Lorrazabal, Naval, Biliran





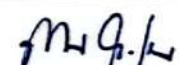
2022 INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

Name of Employee:	CHRISTINE M. POGOY
Position:	Administrative Assistant II
Division:	SDO Biliran
Rating Period:	January to December 2022

Name of Rater:	NANETTE G. PLA
Position:	Administrative Officer V
Date of Review:	

KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	TO BE FILLED IN DURING PLANNING						TO BE FILLED DURING EVALUATION					
				PERFORMANCE INDICATOR						ACTUAL RESULT	RATING				SCORE
				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	Ave.	
KRA 1: Schedule of Activities (15%)	1. Prepared Purchase Requests, Activity Requests, and Project Procurement Management Plan as instructed by the Administrative Officer V	15%	January to December	Quality (error wise)	Prepared PR, AR, and PPMP with 95-100% of errors resolved	Prepared PR, AR, and PPMP with 90-94% of errors resolved	Prepared PR, AR, and PPMP with 85-89% of errors resolved	Prepared PR, AR, and PPMP with 80-84% of errors resolved	Prepared PR, AR, and PPMP with 75-79% of errors resolved	Prepared PR, AR, and PPMP with 95-100% of errors resolved	5	5	5	5	0.75
				Efficiency (duration wise)	100% of PR and AR per Activity, and PPMP were done within 30 minutes	100% of PR and AR per Activity, and PPMP were done within 31 mins. to 1 hour	100% of PR and AR per Activity, and PPMP were done within 1 hour & 1 min. to 2 hours	100% of PR and AR per Activity, and PPMP were done within 2 hours & 1 min. to 3 hours	100% of PR and AR per Activity, and PPMP were done beyond 3 hours	100% of PR and AR per Activity, and PPMP were done within 30 minutes					
				Timeliness (deadline wise)	Prepared PR, AR, and PPMP at least 2 weeks before the schedule of activity	Prepared PR, AR, and PPMP at least 1 week before the schedule of activity	Prepared PR, AR, and PPMP at least 3 days before the schedule of activity	Prepared PR, AR, and PPMP 2 days before the schedule of activity	Prepared PR, AR, and PPMP 1 day before the schedule of activity	Prepared PR, AR, and PPMP at least 2 weeks before the schedule of activity					
KRA 2: Record Management (40%)	1. Monitored the received and released documents to and from the Administrative Officer V	10%	January to December	Quality	Date received, title of document, action taken, date and time released, and recipient were indicated in the recordings	Only date received, title of document, action taken, date released, and recipient were indicated in the recordings	Only date received, title of document, action taken, and recipient were indicated in the recordings	Only date received, title of document, and action taken were indicated in the recordings	Wrong details of the received and released documents were indicated in the recordings	Date received, title of document, action taken, date and time released, and recipient were indicated in the recordings	5	4	4	4.33333	0.4333333
				Efficiency	Recorded 100% received and released documents within 30 minutes after receipt	Recorded 90-99% received and released documents within 30 minutes after receipt	Recorded 90-99% received and released documents within 31 mins to 1 hour after receipt	Recorded 90-99% received and released documents within 1 hour & 1 min. to 2 hours after receipt	Recorded 90-99% received and released documents within 2 hours & 1 min to 3 hours after receipt	Recorded 90-99% received and released documents within 30 minutes after receipt					
				Timeliness	Forwarded the signed documents within 30 minutes after receipt from the AO V	Forwarded the signed documents within 31 mins. to 1 hour after receipt from the AO V	Forwarded the signed documents within 1 hour & 1 min. to 2 hours after receipt from the AO V	Forwarded the signed documents within 2 hours & 1 min. to 3 hours after receipt from the AO V	Forwarded the signed documents beyond 3 hours after receipt from the AO V	Forwarded the signed documents within 31 mins. to 1 hour after receipt from the AO V					
	2. Checked the attachments of and consolidated the submitted DTRs of the SDO Personnel	20%	January to December	Quality	100% of observed lacking attachments were followed up	95-99% of observed lacking attachments were followed up	90-94% of observed lacking attachments were followed up	85-89% of observed lacking attachments were followed up	Did not follow up the lacking attachments	100% of observed lacking attachments were followed up	5	5	5	5	1
				Efficiency	100% of submitted DTRs of the SDO Personnel were individually checked within 30 minutes	100% of submitted DTRs of the SDO Personnel were individually checked within 31 mins. to 1 hour	100% of submitted DTRs of the SDO Personnel were individually checked within 1 hour & 1 min. to 2 hours	100% of submitted DTRs of the SDO Personnel were individually checked within 2 hours & 1 min. to 3 hours	100% of submitted DTRs of the SDO Personnel were individually checked beyond 3 hours	100% of submitted DTRs of the SDO Personnel were individually checked within 30 minutes					

KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	TO BE FILLED IN DURING PLANNING						TO BE FILLED DURING EVALUATION					
				PERFORMANCE INDICATOR						ACTUAL RESULT	RATING				SCORE
				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	Ave.	
KRA 3: Administrative Support (45%)	3. Filed documents needed to be filed	5%	January to December	Timeliness	Done checking at least 1 week before the deadline	Done checking at least 3 days before the deadline	Done checking at least 1 day before the deadline	Done checking 1 day after the deadline	Done checking 2 days after the deadline	Done checking at least 1 week before the deadline					
				Quality	100% of the documents were correctly filed according to subject	95-99% of the documents were correctly filed according to subject	90-94% of the documents were correctly filed according to subject	85-89% of the documents were correctly filed according to subject	80-84% of the documents were correctly filed according to subject	95-99% of the documents were correctly filed according to subject					
				Efficiency	100% of the documents were filed within 30 minutes upon instruction	100% of the documents were filed within 31 minutes to 1 hour upon instruction	100% of the documents were filed within 1 hour & 1 min. to 2 hours upon instruction	100% of the documents were filed within 2 hours & 1 min. to 3 hours upon instruction	100% of the documents were filed beyond 3 hours upon instruction	100% of the documents were filed within 31 minutes to 1 hour upon instruction	4	4	4	4	0.2
				Timeliness	Maintained and updated everyday	Maintained and updated 3 times a week	Maintained and updated once a week	Partially maintained and updated	Not maintained and updated	Maintained and updated 3 times a week					
	4. Maintained records of logsheets and biometrics of the SDO Personnel	5%	January to December	Quality	Missing logsheet/s were found within a few minutes	Missing logsheet/s were found within a few hours	Missing logsheet/s were found within a day	Missing logsheet/s were found within a week	Missing logsheet/s were not found	Missing logsheet/s were found within a few hours					
				Efficiency	Logsheets were maintained everyday and biometrics were updated monthly	Logsheets were maintained weekly and biometrics were updated monthly	Logsheets and biometrics were maintained and updated monthly	Logsheets and biometrics were partially maintained and updated	Logsheets and biometrics were not maintained and updated	Logsheets were maintained everyday and biometrics were updated monthly	4	5	5	4.66667	0.233333
				Timeliness	Logsheets and biometrics were made available on the 1st day of the month	Logsheets and biometrics were made available on the 2nd-3rd day of the month	Logsheets and biometrics were made available on the 4th-5th day of the month	Logsheets and biometrics were made available on the 2nd week of the month	Logsheets and biometrics were made available on the 3rd week of the month	Logsheets and biometrics were made available on the 1st day of the month					
	1. Provided general and routinary clerical support to the Administrative Officer V	10%	January to December	Quality	General and routinary clerical support were done with 95-100% of errors resolved	General and routinary clerical support were done with 90-94% of errors resolved	General and routinary clerical support were done with 85-89% of errors resolved	General and routinary clerical support were done with 80-84% of errors resolved	General and routinary clerical support were done with 75-79% of errors resolved	General and routinary clerical support were done with 95-100% of errors resolved					
				Efficiency	100% of general and routinary clerical support were done within 30 minutes	100% of general and routinary clerical support were done within 31 minutes to 1 hour	100% of general and routinary clerical support were done within 1 hour & 1 min. to 2 hours	100% of general and routinary clerical support were done within 2 hours & 1 min. to 3 hours	100% of general and routinary clerical support were done beyond 3 hours	100% of general and routinary clerical support were done within 30 minutes	5	5	5	5	0.5
				Timeliness	General and routinary clerical support were acted upon within 30 minutes after instruction	General and routinary clerical support were acted upon within 31 minutes to 1 hour after instruction	General and routinary clerical support were acted upon within 1 hour & 1 min. to 2 hours after instruction	General and routinary clerical support were acted upon within 2 hours & 1 min. to 3 hours after instruction	General and routinary clerical support were acted upon beyond 3 hours after instruction	General and routinary clerical support were acted upon within 30 minutes after instruction					
	2. Made Special Orders (Return to Duty and Change of Name)	20%	March to December	Quality	Prepared Special Orders with 95-100% of errors resolved	Prepared Special Orders with 90-94% of errors resolved	Prepared Special Orders with 85-89% of errors resolved	Prepared Special Orders with 80-84% of errors resolved	Prepared Special Orders with 75-79% of errors resolved	Prepared Special Orders with 95-100% of errors resolved					
				Efficiency	100% of submitted requests were individually reviewed and printed with SO within 15 minutes	100% of submitted requests were individually reviewed and printed with SO within 16 to 30 minutes	100% of submitted requests were individually reviewed and printed within 31 to 45 minutes	100% of submitted requests were individually reviewed and printed with SO within 46 mins. to 1 hour	100% of submitted requests were individually reviewed and printed with SO within 15 minutes	100% of submitted requests were individually reviewed and printed with SO within 15 minutes	5	5	3	4.33333	0.866667

KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	TO BE FILLED IN DURING PLANNING						TO BE FILLED DURING EVALUATION					
				PERFORMANCE INDICATOR						ACTUAL RESULT	RATING				SCORE
				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	Ave.	
	2. Updated the Personnel Services Remission and Planilla of Personnel FY 2022 on the excel database	15%	March to December	Timeliness	Requests were acted upon within 14 days after receipt, since Special Orders are made in bulk	Requests were acted upon within 15-20 days after receipt, since Special Orders are made in bulk	Requests were acted upon within 21-31 days after receipt, since Special Orders are made in bulk	Requests were acted upon beyond 1 month after receipt, since Special Orders are made in bulk	Requests were acted upon beyond 2 months after receipt, since Special Orders are made in bulk	Requests were acted upon within 15-20 days after receipt, since Special Orders are made in bulk					
				Quality	PSIPOP FY 2022 was updated with 95-100% of errors resolved	PSIPOP FY 2022 was updated with 90-94% of errors resolved	PSIPOP FY 2022 was updated with 85-89% of errors resolved	PSIPOP FY 2022 was updated with 80-84% of errors resolved	PSIPOP FY 2022 was updated with 75-79% of errors resolved	PSIPOP FY 2022 was updated with 95-100% of errors resolved					
				Efficiency	100% of the PSIPOP FY 2022 was updated every 5-14 days	100% of the PSIPOP FY 2022 was updated every 15-21 days	100% of the PSIPOP FY 2022 was updated every 22-31 days	100% of the PSIPOP FY 2022 was updated every 32-38 days	100% of the PSIPOP FY 2022 was updated every 39 days and beyond	100% of the PSIPOP FY 2022 was updated every 15-21 days	5	3	5	4.33333	0.65
				Timeliness	Updated the PSIPOP FY 2022 at least 2 weeks before the deadline	Updated the PSIPOP FY 2022 at least 1 week before the deadline	Updated the PSIPOP FY 2022 at least 3 days before the deadline	Updated the PSIPOP FY 2022 1 day after the deadline	Updated the PSIPOP FY 2022 2 or more days after the deadline	Updated the PSIPOP FY 2022 at least 2 weeks before the deadline					
Total:		100%								OVERALL RATING FOR ACCOMPLISHMENTS:				4.633333	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <u>LERMAJOR G. NAPOLES</u> Rater </div> <div style="text-align: center;">  <u>CHRISTINE M. POGAY</u> Ratee </div> <div style="text-align: center;">  <u>NANETTE G. PLA</u> Approving Authority </div> </div>															



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Name of Employee:	CHRISTINE M. POGOY
Position:	Administrative Assistant I
Division:	SDO Biliran
Rating Period:	January to December 2021

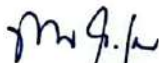


Name of Rater:	NANETTE G. PLA
Position:	Administrative Officer V
Date of Review:	

TO BE FILLED IN DURING PLANNING

TO BE FILLED DURING EVALUATION

TO BE FILLED IN DURING PLANNING										TO BE FILLED DURING EVALUATION					
KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR						ACTUAL RESULT	RATING				SCORE
				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	Ave.	
KRA 1: Schedule of Activities (15%)	1. Prepared Purchase Requests, Activity Requests, and Supplemental Project Procurement Management Plan as instructed by the Administrative Officer V	15%	January to December	Quality (error wise)	Prepared PR, AR, and Supplemental PPMP with 95-100% of errors resolved	Prepared PR, AR, and Supplemental PPMP with 90-94% of errors resolved	Prepared PR, AR, and Supplemental PPMP with 85-89% of errors resolved	Prepared PR, AR, and Supplemental PPMP with 80-84% of errors resolved	Prepared PR, AR, and Supplemental PPMP with 75-79% of errors resolved	Prepared PR, AR, and Supplemental PPMP with 95-100% of errors resolved	5	5	4	4.66667	0.7
				Efficiency (duration wise)	100% of PR and AR per Activity, and Supplemental PPMP were done within 30 minutes	100% of PR and AR per Activity, and Supplemental PPMP were done within 31 mins. to 1 hour	100% of PR and AR per Activity, and Supplemental PPMP were done within 1 hour & 1 min. to 2 hours	100% of PR and AR per Activity, and Supplemental PPMP were done within 2 hours & 1 min. to 3 hours	100% of PR and AR per Activity, and Supplemental PPMP were done beyond 3 hours	100% of PR and AR per Activity, and Supplemental PPMP were done within 30 minutes					
				Timeliness (deadline wise)	Prepared PR, AR, and Supplemental PPMP at least 2 weeks before the schedule of activity	Prepared PR, AR, and Supplemental PPMP at least 1 week before the schedule of activity	Prepared PR, AR, and Supplemental PPMP at least 3 days before the schedule of activity	Prepared PR, AR, and Supplemental PPMP 2 days before the schedule of activity	Prepared PR, AR, and Supplemental PPMP 1 day before the schedule of activity	Prepared PR, AR, and Supplemental PPMP at least 1 week before the schedule of activity					
	1. Monitored the received and released documents to and from the Administrative Officer V	15%	January to December	Quality	Date received, title of document, action taken, date and time released, and recipient were indicated in the recordings	Only date received, title of document, action taken, date released, and recipient were indicated in the recordings	Only date received, title of document, action taken, and recipient were indicated in the recordings	Only date received, title of document, and action taken were indicated in the recordings	Wrong details of the received and released documents were indicated in the recordings	Date received, title of document, action taken, date and time released, and recipient were indicated in the recordings	5	4	4	4.33333	0.65
				Efficiency	Recorded 100% received and released documents within 30 minutes after receipt	Recorded 90-99% received and released documents within 30 minutes after receipt	Recorded 90-99% received and released documents within 31 mins to 1 hour after receipt	Recorded 90-99% received and released documents within 1 hour & 1 min. to 2 hours after receipt	Recorded 90-99% received and released documents within 2 hours & 1 min to 3 hours after receipt	Recorded 90-99% received and released documents within 30 minutes after receipt					
				Timeliness	Forwarded the signed documents within 30 minutes after receipt from the AO V	Forwarded the signed documents within 31 mins. to 1 hour after receipt from the AO V	Forwarded the signed documents within 1 hour & 1 min. to 2 hours after receipt from the AO V	Forwarded the signed documents within 2 hours & 1 min. to 3 hours after receipt from the AO V	Forwarded the signed documents beyond 3 hours after receipt from the AO V	Forwarded the signed documents within 31 mins. to 1 hour after receipt from the AO V					
	2. Checked the attachments of and consolidated the submitted DTRs of the SDO	15%	January to December	Quality	100% of observed lacking attachments were followed up	95-99% of observed lacking attachments were followed up	90-94% of observed lacking attachments were followed up	85-89% of observed lacking attachments were followed up	Did not follow up the lacking attachments	100% of observed lacking attachments were followed up	5	5	5	5	0.75
				Efficiency	100% of submitted DTRs of the SDO Personnel were individually checked within 30 minutes	100% of submitted DTRs of the SDO Personnel were individually checked within 31 mins. to 1 hour	100% of submitted DTRs of the SDO Personnel were individually checked within 1 hour & 1 min. to 2 hours	100% of submitted DTRs of the SDO Personnel were individually checked within 2 hours & 1 min. to 3 hours	100% of submitted DTRs of the SDO Personnel were individually checked beyond 3 hours	100% of submitted DTRs of the SDO Personnel were individually checked within 30 minutes					

KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	TO BE FILLED IN DURING PLANNING						TO BE FILLED DURING EVALUATION				
				PERFORMANCE INDICATOR						ACTUAL RESULT	RATING			
				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	AVE. SCORE
KRA 2: Record Management (40%)	Personnel			Timeliness	Done checking at least 1 week before the deadline	Done checking at least 3 days before the deadline	Done checking at least 1 day before the deadline	Done checking 1 day after the deadline	Done checking 2 days after the deadline	Done checking at least 1 week before the deadline				
	3. Filed documents needed to be filed	5%	January to December	Quality	100% of the documents were correctly filed according to subject	95-99% of the documents were correctly filed according to subject	90-94% of the documents were correctly filed according to subject	85-89% of the documents were correctly filed according to subject	80-84% of the documents were correctly filed according to subject	95-99% of the documents were correctly filed according to subject				
				Efficiency	100% of the documents were filed within 30 minutes after instruction	100% of the documents were filed within 31 minutes to 1 hour after instruction	100% of the documents were filed within 1 hour & 1 min. to 2 hours after instruction	100% of the documents were filed within 2 hours & 1 min. to 3 hours after instruction	100% of the documents were filed beyond 3 hours after instruction	100% of the documents were filed within 31 minutes to 1 hour after instruction	4	4	5	4.33333
				Timeliness	Maintained and updated everyday	Maintained and updated 3 times a week	Maintained and updated once a week	Partially maintained and updated	Not maintained and updated	Maintained and updated everyday				0.2166667
				Quality	Missing logsheet/s were found within a few minutes	Missing logsheet/s were found within a few hours	Missing logsheet/s were found within a day	Missing logsheet/s were found within a week	Missing logsheet/s were not found	Missing logsheet/s were found within a few minutes				
	4. Maintained records of logsheets and biometrics of the Division Office Personnel	5%	January to December	Efficiency	Logsheets were maintained everyday and biometrics were updated monthly	Logsheets were maintained weekly and biometrics were updated monthly	Logsheets and biometrics were maintained and updated monthly	Logsheets and biometrics were partially maintained and updated	Logsheets and biometrics were not maintained and updated	Logsheets were maintained everyday and biometrics were updated monthly	5	5	5	5
				Timeliness	Logsheets and biometrics were made available on the 1st day of the month	Logsheets and biometrics were made available on the 2nd-3rd day of the month	Logsheets and biometrics were made available on the 4th-5th day of the month	Logsheets and biometrics were made available on the 2nd week of the month	Logsheets and biometrics were made available on the 3rd week of the month	Logsheets and biometrics were made available on the 1st day of the month				0.25
				Quality	General and routinary clerical support were done with 95-100% of errors resolved	General and routinary clerical support were done with 90-94% of errors resolved	General and routinary clerical support were done with 85-89% of errors resolved	General and routinary clerical support were done with 80-84% of errors resolved	General and routinary clerical support were done with 75-79% of errors resolved	General and routinary clerical support were done with 95-100% of errors resolved				
	1. Provided general and routinary clerical support to the Administrative Officer V	20%	January to December	Efficiency	100% of general and routinary clerical support were done within 30 minutes	100% of general and routinary clerical support were done within 31 minutes to 1 hour	100% of general and routinary clerical support were done within 1 hour & 1 min. to 2 hours	100% of general and routinary clerical support were done within 2 hours & 1 min. to 3 hours	100% of general and routinary clerical support were done beyond 3 hours	100% of general and routinary clerical support were done within 30 minutes	5	5	5	5
				Timeliness	General and routinary clerical support were acted upon within 30 minutes after instruction	General and routinary clerical support were acted upon within 31 minutes to 1 hour after instruction	General and routinary clerical support were acted upon within 1 hour & 1 min. to 2 hours after instruction	General and routinary clerical support were acted upon within 2 hours & 1 min. to 3 hours after instruction	General and routinary clerical support were acted upon beyond 3 hours after instruction	General and routinary clerical support were acted upon within 30 minutes after instruction				
				Quality	Citizen's Charter Handbook and Information Bulletin were finalized with 95-100% of errors resolved	Citizen's Charter Handbook and Information Bulletin were finalized with 90-94% of errors resolved	Citizen's Charter Handbook and Information Bulletin were finalized with 85-89% of errors resolved	Citizen's Charter Handbook and Information Bulletin were finalized with 80-84% of errors resolved	Citizen's Charter Handbook and Information Bulletin were finalized with 75-79% of errors resolved	Citizen's Charter Handbook and Information Bulletin were finalized with 95-100% of errors resolved				
KRA 3: Administrative Support (45%)	2. Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin	15%	January to December	Efficiency	100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 5-14 days	100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 15-21 days	100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 22-31 days	100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 32-38 days	100% of the Citizen's Charter Handbook and Information Bulletin were finalized after 39 days and beyond	100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 15-21 days	5	4	5	4.66667
				Quality	General and routinary clerical support were done with 95-100% of errors resolved	General and routinary clerical support were done with 90-94% of errors resolved	General and routinary clerical support were done with 85-89% of errors resolved	General and routinary clerical support were done with 80-84% of errors resolved	General and routinary clerical support were done with 75-79% of errors resolved	General and routinary clerical support were done with 95-100% of errors resolved				0.7

KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	TO BE FILLED IN DURING PLANNING						TO BE FILLED DURING EVALUATION						
				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)	ACTUAL RESULT	RATING				SCORE	
											Q	E	T	Ave.		
	Information Bulletin			Timeliness	Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin at least 2 weeks before the deadline	Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin at least 1 week before the deadline	Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin at least 3 days before the deadline	Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin 1 day after the deadline	Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin 2 or more days after the deadline	Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin at least 2 weeks before the deadline						
	3. Updated the Personnel Services Itemization and Plantilla of Personnel FY 2021 on the excel database	10%	September to December	Quality	PSIPOP FY 2021 was updated with 95-100% of errors resolved	PSIPOP FY 2021 was updated with 90-94% of errors resolved	PSIPOP FY 2021 was updated with 85-89% of errors resolved	PSIPOP FY 2021 was updated with 80-84% of errors resolved	PSIPOP FY 2021 was updated with 75-79% of errors resolved	PSIPOP FY 2021 was updated with 95-100% of errors resolved	5	4	5	4.66667	0.4666667	
Efficiency				100% of the PSIPOP FY 2021 was updated within 5-14 days	100% of the PSIPOP FY 2021 was updated within 15-21 days	100% of the PSIPOP FY 2021 was updated within 22-31 days	100% of the PSIPOP FY 2021 was updated within 32-38 days	100% of the PSIPOP FY 2021 was updated after 39 days and beyond	100% of the PSIPOP FY 2021 was updated within 15-21 days							
Timeliness				Updated the PSIPOP FY 2021 at least 2 weeks before the deadline	Updated the PSIPOP FY 2021 at least 1 week before the deadline	Updated the PSIPOP FY 2021 at least 3 days before the deadline	Updated the PSIPOP FY 2021 1 day after the deadline	Updated the PSIPOP FY 2021 2 or more days after the deadline	Updated the PSIPOP FY 2021 at least 2 weeks before the deadline							
	Total:	100%									OVERALL RATING FOR ACCOMPLISHMENTS:				4.733333	
<div><div> NANETTE G. PLA Rater</div><div> CHRISTINE M. POGO Ratee</div><div> MARGARITO A. CADAYONA, JR. PhD Approving Authority</div></div>																



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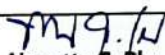
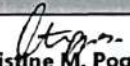
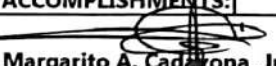


2020 INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

Name of Employee:	Christine M. Pogoy
Position:	Administrative Assistant I
Division:	SDO-Biliran
Rating Period:	August-December 2020

Name of Rater:	Nanette G. Pla
Position:	Administrative Officer V
Date of Review:	

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION					
KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	ACTUAL RESULT	RATING				SCORE
						Q	E	T	AVE.	
KRA 1: Schedule of Activities	1. Provided assistance in the preparation of the Annual Implementation Plan and Project Procurement Management Plan as instructed by the Administrative Officer V	10%	November-December 2020	No. of AIP and PPMP preparation assisted	One (1) AIP (FY 2021) and one (1) PPMP (FY 2021) preparation assisted	4	4	4	4	0.4
KRA 2: Record Management	1. Monitored the received and released documents addressed to the Administrative Officer V by encoding it in the document tracking system	15%	September-December 2020	Percentage of received and released documents monitored	Monitored 100% received and released documents through the DTS	4.5	4.5	4.5	4.5	0.675
	2. Filed documents/communications needed to be filed by subject/category, alphabetical order, and chronological order	5%	September-December 2020	Percentage of documents/communications needed to be filed	Filed 100% of documents/communications needed to be filed	5	5	5	5	0.25
KRA 3: Personnel Matters	1. Maintained records of logsheets and biometrics of the DO Personnel	5%	September-December 2020	No. of logsheets and biometrics maintained	Maintained logsheets from October 2019-December 2020 and uploads the records of biometrics in the system monthly	5	5	5	5	0.25

	2. Checked the attachments of and consolidated the submitted DTRs of the SDO Personnel to be turned over to the Administrative Aide II for filing	15%	September-December 2020	Records of the submitted DTRs of the SDO Personnel checked and consolidated	Tracked the submission of DTRs of the SDO Personnel monthly	4.5	4.5	4.5	4.5	0.675
KRA 4: Administrative Support	1. Provided clerical and secretariat support to the Administrative Officer V	15%	September-December 2020	Percentage of clerical and secretariat support rendered	100% of clerical and secretariat support assigned from time to time acted upon	5	5	5	5	0.75
	2. Provided assistance in the preparation and consolidation of the process narratives and maps of the Admin Unit	15%	October-December 2020	No. of Admin Unit narratives and process maps prepared and consolidated	Prepared and consolidated 38 process narratives and maps of the Admin Unit	5	5	5	5	0.75
	3. Prepared travel documents for the Administrative Officer V and other requesting party by making Certificate of Appearance, Locator Slip, and Authority to Travel	10%	As needed	Percentage of travel documents prepared	100% of requested travel documents acted upon	5	5	5	5	0.5
	4. Provided administrative support needed by the other Admin staffs and in the implementation of office programs/projects/activities	5%	August 2020, As needed	Percentage of administrative support rendered	100% of administrative support needed acted upon	4.5	4.5	4.5	4.5	0.225
KRA 5: Guest Reception	1. Entertained visitors/guests by responding to their inquiries if there are any	5%	September-December 2020	Percentage of visitors/guests entertained	100% of visitors/guests entertained	4.5	4.5	4.5	4.5	0.225
	Total:	100%				OVERALL RATING FOR ACCOMPLISHMENTS:				4.7
<div><div> Nanette G. Pla Rater</div></div>						<div><div> Christine M. Pogoy Ratee</div></div>		<div><div> Margarito A. Cadayona, Jr. PhD Approving Authority</div></div>		