



Republic of the Philippines
Department of Education
Region VIII (Eastern Visayas)
SCHOOLS DIVISION OF BAYBAY CITY
Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
CY 2021

BAYBAY CITY DIVISION

RECEIVED

DATE: 04 MAY 2022

BY: [Signature]

BAYBAY CITY, LEYTE

Name of Ratee: **Ma. Rizalina S. Bugaoisan**

Position: **Administrative Officer II**

Name of Rater: **Federico V. Altivo / Jose G. Valenzona, Ed.D.**

Position: **District In-Charge Districts 9 & 10**

MFO's	KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	RATE	PERFORMANCE INDICATORS (Quality, Efficiency & Timeliness)			ACTUAL RESULTS				SCORE	
						Q	E	T	Q	E	T	AVE		
KRA 1 PERSONNEL ADMINISTRATION				60%										
Objective: To provide human resources management support to the school head and coordinate with AO IV (HRMO) of the SDO in the HR-related functions														
	1.1	Form 7 of districts prepared / Form 7 of salary claim checked	All year round	25%	5	(5) 90 - 100% District Form7 prepared	With no revision	District Form 7 prepared before or within the due date	5	5			4.67	1.167
				4	(4) 80 - 89% District Form7 prepared	1 Revision	District Form 7 prepared after 1 day				4			
				3	(3) 70 - 79% District Form7 prepared	2 revisions	District Form 7 prepared after 2 days							
				2	(2) 60 - 69% District Form7 prepared	3 revisions	District Form 7 prepared after 3 days							
				1	(1) 50 - 59% District Form7 prepared	4 revisions	District Form 7 prepared after 4 days							
	1.2	Attendance/absences of school personnel monitored and checked vis-à-vis DTRs	All year round	5%	5	(5) 90 - 100% Attendance/absences monitored and checked		Attendance monitored on time/daily	5	5			4.67	0.233
				4	(4) 80 - 89% Attendance/absences monitored and checked		Attendance monitored after 1 day				4			
				3	(3) 70 - 79% Attendance/absences monitored and checked		Attendance monitored after 2 days							
				2	(2) 60 - 69% Attendance/absences monitored and checked		Attendance monitored after 3 days							
				1	(1) 50 - 59% Attendance/absences monitored and checked		Attendance monitored after 4 days							
		HR related functions assisted / Payslips segregated and distributed	All year round	10%	5	(5) 90 - 100% HR related functions assisted/payslips segregated		HR related functions assisted/payslips segregated on time	5	5			4.67	0.467
				4	(4) 80 - 89% HR related functions assisted/payslips segregated		HR related functions assisted/payslips segregated after 1 day				4			
				3	(3) 70 - 79% HR related functions assisted/payslips segregated		HR related functions assisted/payslips segregated after 2 days							
				2	(2) 60 - 69% HR related functions assisted/payslips segregated		HR related functions assisted/payslips segregated after 3 days							
				1	(1) 50 - 59% HR related functions assisted/payslips segregated		HR related functions assisted/payslips segregated after 4 days							

DEP. ED BAYBAY CITY DIVISION

CERTIFIED PHOTO COPY

FROM THE ORIGINAL

DATE: 5/24/22

BY: Japheth S. 1

REP. ED BAYBAY CITY DIVISION
CERTIFIED TRUE COPY
FROM THE ORIGINAL

DATE: 5/24/22

BY: [Signature]

JOSEPHUS ANTHONY T. GUERIN
ADMINISTRATIVE OFFICER II

MFO's	KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	RATE	PERFORMANCE INDICATORS			ACTUAL RESULTS				SCORE	
						(Quality, Efficiency & Timeliness)			Q	E	T	AVE		
						Q	E	T						
	1.4	School Personnels request on Leave credits/Service Credits coordinated and communicated	All year round	10%	5	(5) 90 - 100% Leave credits coordinated & communicated		Leave credits communicated on time			5	4.33	0.433	
				4	(4) 80 - 89% Leave credits coordinated & communicated		Leave credits communicated after 1 day	4	4					
				3	(3) 70 - 79% Leave credits coordinated & communicated		Leave credits communicated after 2 days							
				2	(2) 60 - 69% Leave credits coordinated & communicated		Leave credits communicated after 3 days							
				1	(1) 50 - 59% Leave credits coordinated & communicated		Leave credits communicated after 4 days							
	1.5	Personnel benefits processed and facilitated	All year round	10%	5	(5) 90 - 100% Personnel benefits processed and facilitated		Personnel benefits facilitated on time	5	5	5	5.00	0.500	
				4	(4) 80 - 89% Personnel benefits processed and facilitated		Personnel benefits facilitated after 1 day							
				3	(3) 70 - 79% Personnel benefits processed and facilitated		Personnel benefits facilitated after 2 days							
				2	(2) 60 - 69% Personnel benefits processed and facilitated		Personnel benefits facilitated after 3 days							
				1	(1) 50 - 59% Personnel benefits processed and facilitated		Personnel benefits facilitated after 4 days							
KRA 2 PROPERTY CUSTODIANSHIP				10%										
Objective: To ensure that procurement procedures are adhered and all school properties and resources being accounted														
	2.1	Procurement of supplies and materials in the school assisted	All year round	8%	5	(5) 90 - 100% Procurement in the school assisted		Procurement assisted on time				3.67	0.293	
				4	(4) 80 - 89% Procurement in the school assisted		Procurement assisted after 1 day	4	4					
				3	(3) 70 - 79% Procurement in the school assisted		Procurement assisted after 2 days			3				
				2	(2) 60 - 69% Procurement in the school assisted		Procurement assisted after 3 days							
				1	(1) 50 - 59% Procurement in the school assisted		Procurement assisted after 4 days							
DEPED BAYBAY CITY DIVISION CERTIFIED PHOTOCOPY FROM THE ORIGINAL DATE: 22 / 11 / 2024 BY: <i>[Signature]</i>		Inventory of Learning Materials conducted	All year round	2%	5	(5) 90 - 100% Inventory of LM's conducted	With no revision	Inventory conducted on the scheduled time				3.33	0.067	
				4	(4) 80 - 89% Inventory of LM's conducted	1 Revision	Inventory conducted after 1 day	4						
				3	(3) 70 - 79% Inventory of LM's conducted	2 revisions	Inventory conducted after 2 days		3	3				
				2	(2) 60 - 69% Inventory of LM's conducted	3 revisions	Inventory conducted after 3 days							
				1	(1) 50 - 59% Inventory of LM's conducted	4 revisions	Inventory conducted after 3 days							

MFO's	KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	RATE	PERFORMANCE INDICATORS (Quality, Efficiency & Timeliness)			ACTUAL RESULTS				SCORE	
						Q	E	T	Q	E	T	AVE		
KRA 3. ACCOUNTING RECORDS/REPORTS		20%												
Objective: To ensure that all accounting reports are prepared with accuracy and transparency														
	3.1	Complete attachments per voucher prepared	All year round	10%	5	(5) 90 - 100% Approved vouchers with complete attachments prepared	With no revision	Prepared vouchers with complete attachments before or within the due date			5		4.33	0.433
				4	(4) 80 - 89% Approved vouchers w/ complete attachments prepared	1 Revision	Prepared vouchers with complete attachments after 1-3 days	4	4					
				3	(3) 70 - 79% Approved vouchers with complete attachments prepared	2 revisions	Prepared vouchers with complete attachments after 4-6 days							
				2	(2) 60 - 69% Approved vouchers with complete attachments prepared	3 revisions	Prepared vouchers with complete attachments after 7-9 days							
				1	(1) 50 - 59% Approved vouchers with complete attachments prepared	4 revisions	Prepared vouchers with complete attachments after 10-12 days							
	3.2	Monthly MOOE Liquidation Report submitted	All year round	5%	5	90-100% Monthly liquidation report submitted	With complete attachments	Submitted liquidation report before or within the due date			5		4.33	0.217
				4	80-89% Monthly liquidation report submitted	With 1 lacking attachment	Submitted liquidation report after 1-3 days	4	4					
				3	70-79% Monthly liquidation report submitted	With 2 lacking attachments	Submitted liquidation report after 4-6 days							
				2	60-69% Monthly liquidation report submitted	With 3 lacking attachments	Submitted liquidation report after 7-9 days							
				1	50-59% Monthly liquidation report submitted	With 4 or more lacking attachments	Submitted liquidation report after 10-12 days							
	3.3	Cash Disbursement Register, RCI and General Ledger prepared and monitored	All year round	5%	5	90-100% CDR, RCI & General Ledger prepared	With no revision	CDR, RCI & General Ledger praped before or within the due date			5		4.33	0.217
				4	80-89% CDR, RCI & General Ledger prepared	1 Revision	CDR, RCI & General Ledger praped after 1-3 days	4	4					
				3	70-79% CDR, RCI & General Ledger prepared	2 revisions	CDR, RCI & General Ledger praped after 4-6 days							
				2	60-69% CDR, RCI & General Ledger prepared	3 revisions	CDR, RCI & General Ledger praped after 7-9 days							
				1	50-59% CDR, RCI & General ledger prepared	4 revisions	CDR, RCI & General Ledger praped after 10-12 days							

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FROM THE ORIGINAL

DATE: 5/24/22


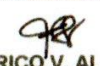

BY: Jashua S


JOSEPHUS ANTHONY T. DUELO

ADMINISTRATIVE SERVICES

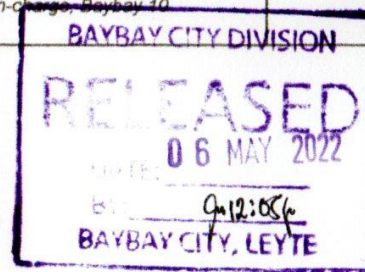
DEPT. OF BAYBAY CITY DIVISION
 CERTIFIED PHOTOCOPY
 FROM THE ORIGINAL
 DATE: 5/24/22
 BY: *Japhin S.*
 JOSEPHUS ANTHONY T. OUEZA
 ADMINISTRATIVE OFFICER

MFO's	KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	RATE	PERFORMANCE INDICATORS			ACTUAL RESULTS				SCORE	
						(Quality, Efficiency & Timeliness)			Q	E	T	AVE		
						Q	E	T						
KRA 4. GENERAL ADMINISTRATIVE SUPPORT					10%									
Objective: To provide General Administrative Support														
	4.1	School Reports/Documents submitted to the Division Office	All year round	5%	5	(5) 90 - 100% Reports forwarded	With complete attachments	Reports forwarded on that day	5	5	5		5.00	0.250
4					(4) 80 - 89% Reports forwarded	With 1 lacking attachment	Reports forwarded after 1 day							
3					(3) 70 - 79% Reports forwarded	With 2 lacking attachments	Reports forwarded after 2 days							
2					(2) 60 - 69% Reports forwarded	With 3 lacking attachments	Reports forwarded after 3 days							
1					(1) 50 - 59% Reports forwarded	With 4 or more lacking attachments	Reports forwarded after 4 days							
	4.2	Documents for the Districts encoded	Year round	2%	5	90-100% Documents encoded	No revision	Encoded within the day					4.00	0.080
4					80-89% Documents encoded	1 Revision	Encoded after 1 day	4	4	4				
3					70-79% Documents encoded	2 Revisions	Encoded after 2 days							
2					60-69% Documents encoded	3 Revisions	Encoded after 3 days							
1					50-59% Documents encoded	4 Revisions	Encoded after 4 days							
	4.3	eRecord of Teachers' Profile of Districts 9 & 10 maintained and updated	Year Round	3%	5	90-100% data encoded	No error	Updated within the day of the occurrence	5	5			4.67	0.140
4					80-89% data encoded	1 error	Updated after 1 day			4				
3					70-79% data encoded	2 errors	Updated after 2 days							
2					60-69% data encoded	3 errors	Updated after 3 days							
1					50-59% data encoded	4 and more errors	Updated after 4 days							
TOTAL					100%									4.497

RATEE	RATER	APPROVED BY
 MA. RIZALINA S. BUGAOISAN Administrative Officer II	 FEDERICO V. ALTIVO District In-charge, Baybay 9	 JOSEPHUS ANTHONY T. DUEÑAS Administrative Officer V

DEPT. ED BAYBAY DIVISION
 CERTIFIED PHOTOCOPY
 FROM THE ORIGINAL
 DATE: 5/24/22
 BY: 

JOSEPHUS ANTHONY T. DUEÑAS
 ADMINISTRATIVE OFFICER V





UNIT PERFORMANCE COMMITMENT AND REVIEW (UPCR)

I, MA. RIZALINA S. BUGAOISAN commit to deliver the herein commitment to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period attainment Jan 2019 June 2019
From (MM/YY) To (MM/YY)

SSU-CHRMO-FR-306 04-Feb-2019 Rev. 1

This UPCR Form is adopted from the CSC customized UPCR Form.

MA. RIZALINA S. BUGAOISAN

Administrative Officer / Ratee

7-Jan-19

Date Submitted

Office/Division/Unit Profile

Name of Unit	Admin
Name of Division	Admin
Name of Office	Admin
No. of Personnel	19
Coverage	Mercedes
Campus	Mercedes

Reviewed by:

Reviewed by:

Approved:

RICARDO T. SEVERO, JR. PhD

Campus Director / Immediate Supervisor

LYDIA A. GONZALES, DM

Vice President for Administrative Affairs / Immediate Supervisor

MARILYN D. CARDOSO, PhD

University President

Date Approved

5	Outstanding
4	Very Satisfactory
3	Satisfactory
2	Unsatisfactory
1	Poor
0	No Accomplishment / Nil

Rating

Remarks:

Signature of Immediate Supervisor for the task accomplished

Output	Success Indicator (Target + Measure)	Actual Accomplishments	Documented Information	Q ¹	E ²	T ³	A ⁴	Remarks	Signature of Immediate Supervisor for the task accomplished
Strategic Priority	30 %								
Human Resource Information System initial inputs identified and used	50% basic database management of records prepared and used for HRIS implementation of the Campus	50% basic database management of records prepared and used for HRIS implementation of the Campus	Simple database management of personnel records (encoded records)	4	4	4	4.00		
Notes about personnel's Strategic Priority accomplishments				Sub-Total				4.00	
				Weighted Points				1.20	
Core Functions	60 %								
Core Function 1: Delivery of services in various administrative sections of the Campus	25 %								
Efficient HR management of personnel files and records	100% non-teaching personnel monitored of their work targets and accomplishments during the rating period	100% non-teaching personnel monitored of their work targets and accomplishments during the rating period	Monitoring sheets	4	4	4	4.00		
	100% non-teaching personnel records updated by end of CY 2019	50% non-teaching personnel records updated by end of June 2019	Leave Cards, Service Record, Salary Card, 201 files	5	5	4	4.67		
Faculty and personnel attendance to trainings / capability building activities	Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period	50% Training hours attended by faculty and personnel in regional / national trainings / conferences during the rating period	List of Trainings / Seminar Attended of Faculty and Personnel	4	4	4	4.00		
Continuous improvement as compliant to Campus ISO certification, AACUP accreditation, CHED Monitoring	100% faculty and personnel participated in Quality Assurance activities (ISO certification, AACUP accreditation, CHED Assessment)	100% faculty and personnel participated in Quality Assurance activities	Minutes of Meeting, Management Review Attendance	5	4	4	4.33		
Efficient and lawful finance services	Collection and disbursement activities efficiently and effectively implemented	Collection and disbursement activities efficiently and effectively implemented	Cashier's Finance Book of Records and Financial Reports	5	5	4	4.67		
Efficient supply & procurement transactions and services	30% of supplies, materials, tools and equipment listed in the 2019 APP acquired/procured in accordance with accepted standards by the end of June 2019, monitored and supported with documents	40% of supplies, materials, tools and equipment listed in the 2019 APP acquired/procured in accordance with accepted standards by the end of June 2019, monitored and supported with documents	Supply Officer Report	4	4	4	4.00		
	Up-to-date recording of acquired supplies, tools, materials and equipment	Up-to-date recording of acquired supplies, tools, materials and equipment	Supply Officer Report	5	5	4	4.67		
	Annual schedule of disposal of non-usable materials implemented	Annual schedule of disposal of non-usable materials implemented	Supply Officer Report	3	3	3	3.00		
Operational and effective planning unit services	Preventive Maintenance Program formulated, monitored, implemented and documented	50% Preventive Maintenance Program formulated, monitored, implemented and documented	Cleanliness Monitoring Record of Utility workers	4	4	3	3.67		
	Implementation of Strategic Plan monitored and documented	Implementation of Strategic Plan monitored and documented	Planning Officer Report	4	4	3	3.67		

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EVELYN D. ABAIGAR
HRMO / OIC of Administrative Office

Implementation of solid waste management program monitored and implemented	Implementation of solid waste management program monitored and implemented	Quarterly reports	4	4	3	3.57		
Implementation of disaster risk reduction and safety program formulated, monitored, implemented and documented	Implementation of disaster risk reduction and safety program formulated, monitored, implemented and documented	Planning Officer Report	4	4	3	3.57		
Well-maintained ground & restrooms all around the Campus	Monitored and supervised the cleanliness and orderliness of the Campus' grounds and restrooms facilities	Maintenance Monitoring Checklist, Comfort Room Cleaning Checklist	4	4	4	4.00		
Safe and secured personnel, students, clients of the Campus	Installed safety and hazards measures by end of Dec 2019	Supply Officer Report	3	3	3	3.00		
Safe and well-treated student-residents with comfortable home-away-from-home	100% student dormitory services implemented and monitored during the rating period	Dormitory Manager Report	5	5	4	4.37		
						Sub-Total	3.38	

Core Function 2:	20 %							
Human Resource and Organizational Development	50% non-teaching personnel mentored / coached by the end of CY 2019	25% non-teaching personnel mentored / coached by the end of June 2019	Coaching tools	4	4	4	4.00	
	100% CSC policies and OTHER governing laws implemented, monitored and documented	100% CSC policies and OTHER governing laws implemented, monitored and documented	Attendance to Flag Raising Logbook of Clients, Reports of Personnel-in-Charge	4	4	4	4.00	
Clientele Satisfaction	75% of clients rated delivery of service of personnel as Very Satisfactory by end of June 2019	75% of clients rated delivery of service of personnel as Very Satisfactory by end of June 2019	Feedback Results, Client logbook	5	5	4	4.37	
						Sub-Total	4.22	

Core Function 3:	15 %							
Upgrading physical plant and facilities for Instruction, extension and production	2 facilities upgraded/improved by end of December 2019	1 facility upgraded/improved half part of year 2019 (June)	Supply Officer Report	4	4	4	4.00	
Acquisition of supplies, materials, tools and equipment to support instruction, research and extension	50% of supplies, materials, tools and equipment listed in the 2019 PPMP acquired/procured in accordance with accepted standards by the end of Dec 2019; monitored and supported with documents	25% of supplies, materials, tools and equipment listed in the 2019 PPMP acquired/procured in accordance with accepted standards by the end of June 2019, monitored and supported with documents	Supply Officer Report	4	4	3	3.57	
Resource Generation	2 facilities generating income from rentals being maintained for the entire rating period	3 facilities generating income from rentals being maintained for the entire rating period	Rental forms, Cashier's report	4	4	4	4.00	
Notes about personnel's Core Function accomplishments:						Sub-Total	3.89	
						Weighted Points	2.42	

Support Function	10 %							
Number of Documents submitted	100% personnel prepared and submitted the following documents: IPCR (July-Dec 2018), DTR, SALN 2018, PDS 2019, IPCR Target (Jan-June 2019), Liquidation of Travels & CAs, Leave forms, Maintenance Checklist, etc	100% personnel prepared and submitted the following documents: IPCR (July-Dec 2018), DTR, SALN 2018, PDS 2019, IPCR Target (Jan-June 2019), Liquidation of Travels & CAs, Leave forms, Maintenance Checklist, etc	IPCR, PDS, DTR, SALN, Leave Forms, Maintenance Records	5	5	4	4.67	
Number of reports submitted	Well-prepared and accurate reports submitted 100% by personnel concerned on time	Well-prepared and accurate reports submitted 100% by personnel concerned on time	Monthly reports	4	4	4	4.00	
Attendance to University-wide and college/campus activities	100% personnel attended official activities of the University and Campus such as: General Assemblies, Commencement Exercises, Campus urgent meetings, Flag raising and lowering and other official activities	98% of personnel attended official activities of the University and Campus such as: General Assemblies, Campus urgent meetings, Commencement Exercises, Flag raising and lowering and other official activities	Attendance sheet of the different University activities; Flag Ceremonies attendance	4	4	4	4.00	

Overall comments and recommendation for development purposes:			Sub-Total	4.22	Unit Rating	4.60
			Weighted Points	0.42	Division Rating	4.60
			Total Points as an Individual	4.04	OVERALL DPCR RATING	
			INDIVIDUAL ADJECTIVAL RATING	VS	OVERALL ADJECTIVAL RATING	

Legend: Q = Quality, E = Efficiency, T = Timeliness, A = Average (0/None/Blank) Very Poor/VP; (1-1.5) Poor/P; (1.51-2.5) Unsatisfactory/US; (2.51-3.50) Satisfactory/S; (3.51-4.50) Very Satisfactory/VS; (4.51-5.00) Outstanding/O						
I hereby certify that the ratings I received was discussed with me and I am amenable to the scores I received			I hereby certify that the ratings I personally discussed with the ratee this rating and he/she has agreed with the scores given to him/her.			
MA. RIZALINA S. BUGAJOISAN	18/26/19	RICARDO C. SEVERO, JR. (PhD)		MARILYN D. CARDOSO, PHD		
Administrative Officer I / Ratee	Date	Campus Director / Immediate Supervisor		University President		
			Noted			COPIES OF THIS FORM
						HRMO
						Main Office Assignment
						Date