



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



**2023 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 2023

Name of Rater:	LERMAFLOR G. NAPOLES
Position:	Administrative Officer IV
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						ACTUAL RESULT	RATING			
				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	SCORE
KRA 1: Activity Management (35%)	1. Prepared Work and Financial Plan and Project Procurement Management Plan in the Program Management Information System (PMIS)	10%	September to December	Quality (error wise)	Prepared WFP and PPMP with 95-100% of errors resolved	Prepared WFP and PPMP with 90-94% of errors resolved	Prepared WFP and PPMP with 85-89% of errors resolved	Prepared WFP and PPMP with 80-84% of errors resolved	Prepared WFP and PPMP with 75-79% of errors resolved	Prepared WFP and PPMP with 95-100% of errors resolved	5	5	5	0.5
				Efficiency (duration wise)	Approved WFP and PPMP were done within 2 weeks	Approved WFP and PPMP were done within 2 weeks and 1 day to 3 weeks	Approved WFP and PPMP were done within 3 weeks and 1 day to 4 weeks	Approved WFP and PPMP were done within 4 weeks and 1 day to 5 weeks	Approved WFP and PPMP were done within 5 weeks and 1 day to 6 weeks	Approved WFP and PPMP were done within 2 weeks				
				Timeliness (deadline wise)	Prepared WFP and PPMP at least 2 months before the schedule of bidding	Prepared WFP and PPMP at least 1 month before the schedule of bidding	Prepared WFP and PPMP at least 3 weeks before the schedule of bidding	Prepared WFP and PPMP at least 2 weeks before the schedule of bidding	Prepared WFP and PPMP at least 1 week before the schedule of bidding	Prepared WFP and PPMP at least 2 months before the schedule of bidding				
	2. Prepared Purchase Requests and Training Event Requests	10%	September to December	Quality	Prepared PRs and TERs with 95-100% of errors resolved	Prepared PRs and TERs with 90-94% of errors resolved	Prepared PRs and TERs with 85-89% of errors resolved	Prepared PRs and TERs with 80-84% of errors resolved	Prepared PRs and TERs with 75-79% of errors resolved	Prepared PRs and TERs with 95-100% of errors resolved	5	5	5	0.5
				Efficiency	100% of PRs and TERs were each done within 30 minutes	100% of PRs and TERs were each done within 31 mins. to 1 hour	100% of PRs and TERs were each done within 1 hour & 1 min. to 2 hours	100% of PRs and TERs were each done within 2 hours & 1 min. to 3 hours	100% of PRs and TERs were each done beyond 3 hours	100% of PRs and TERs were each done within 30 minutes				
				Timeliness	Prepared PRs and TERs at least 2 months before the schedule of bidding	Prepared PRs and TERs at least 1 month before the schedule of bidding	Prepared PRs and TERs at least 3 weeks before the schedule of bidding	Prepared PRs and TERs at least 2 weeks before the schedule of bidding	Prepared PRs and TERs at least 1 week before the schedule of bidding	Prepared PRs and TERs at least 2 months before the schedule of bidding				
	3. Prepared Activity Requests in the PMIS	15%	January to December	Quality	Prepared ARs with 95-100% of errors resolved	Prepared ARs with 90-94% of errors resolved	Prepared ARs with 85-89% of errors resolved	Prepared ARs with 80-84% of errors resolved	Prepared ARs with 75-79% of errors resolved	Prepared ARs with 95-100% of errors resolved	5	5	5	0.75
				Efficiency	100% of ARs were each done within 5 minutes	100% of ARs were each done within 6 to 7 minutes	100% of ARs were each done within 8 to 9 minutes	100% of ARs were each done within 10 to 11 minutes	100% of ARs were each done within 12 to 13 minutes	100% of ARs were each done within 5 minutes				
				Timeliness	Started preparing ARs the day after the WFP is approved	Started preparing ARs 2 to 3 days after the WFP is approved	Started preparing ARs 4 to 5 days after the WFP is approved	Started preparing ARs 1 week after the WFP is approved	Started preparing ARs 2 weeks after the WFP is approved	Started preparing ARs the day after the WFP is approved				



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				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	AVE.	
KRA 2: Records Management (30%)	1. Monitored the documents received for and released from the Administrative Officer V	5%	January to December	Quality	Date received, subject, action taken, date and time released, and recipient of the document were indicated in the tracker	Only date received, subject, action taken, date released, and recipient of the document were indicated in the tracker	Only date received, subject, action taken, and recipient of the document were indicated in the tracker	Wrong details of the received and released documents were indicated in the tracker	Did not record/track the received and released documents	Date received, subject, action taken, date and time released, and recipient of the document were indicated in the tracker	5	4	4	4.33333	0.216667
				Efficiency	Recorded 100% of received and released documents within 30 minutes after receipt	Recorded 90-99% of received and released documents within 30 minutes after receipt	Recorded 90-99% of received and released documents within 31 mins to 1 hour after receipt	Recorded 90-99% of received and released documents within 1 hour & 1 min. to 2 hours after receipt	Recorded 90-99% of received and released documents within 2 hours & 1 min to 3 hours after receipt	Recorded 90-99% of 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	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					
				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	4	4	4	4	0.2
				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					
				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					
					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				



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				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	AVE.		
	4. Maintained records of logsheets and uploaded biometrics data in the system	5%	January to December	Efficiency	Logsheets were maintained everyday and biometrics system was updated monthly	Logsheets were maintained weekly and biometrics system was updated monthly	Logsheets and biometrics system were maintained and updated monthly	Logsheets and biometrics system were partially maintained and updated	Logsheets and biometrics system were not maintained and updated	Logsheets were maintained everyday and biometrics system was updated monthly	4	5	5	4.66667	0.2333333	
				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						
KRA 3: Administrative Support (35%)	1. Provided general and routinary clerical support to the Administrative Officer V	15%	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	5	4	4	4.33333	0.65	
				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						
				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. Prepared Special Orders (Return to Duty and Change of Name)	10%	January 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	5	5	3	4.33333	0.4333333	
				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						
				Timeliness	Requests were acted upon within 7 days after receipt, since Special Orders are made in bulk	Requests were acted upon within 8 to 14 days after receipt	Requests were acted upon within 15 to 21 days after receipt	Requests were acted upon within 22 to 30 days after receipt	Requests were acted upon beyond 1 month after receipt	Requests were acted upon within 15-21 days after receipt						
					Quality	Carded Special Orders with 95-100% of errors resolved	Carded Special Orders with 90-94% of errors resolved	Carded Special Orders with 85-89% of errors resolved	Carded Special Orders with 80-84% of errors resolved	Carded Special Orders with 75-79% of errors resolved	Carded Special Orders with 95-100% of errors resolved					

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				Dimension	Outstanding (5)	Very Satisfactory (4)	Satisfactory (3)	Unsatisfactory (2)	Poor (1)		Q	E	T	AVE.	
	3. Carded Special Orders and updated 201 files of employees	10%	January to December	Efficiency	100% of Special Orders were individually carded within 5 minutes	100% of Special Orders were individually carded within 6 to 7 minutes	100% of Special Orders were individually carded within 8 to 9 minutes	100% of Special Orders were individually carded within 10 to 11 minutes	100% of Special Orders were individually carded within 12 to 13 minutes	100% of Special Orders were individually carded within 5 minutes	5	5	3	4.33333	0.433333
				Timeliness	Carded the Special Orders within 7 days after they have been approved and released	Carded the Special Orders 8 to 14 days after they have been approved and released	Carded the Special Orders 15 to 21 days after they have been approved and released	Carded the Special Orders 22 to 30 days after they have been approved and released	Carded the Special Orders beyond 1 month after they have been approved and released	Carded the Special Orders 15 to 21 days after they have been approved and released					
	Total:	100%									OVERALL RATING FOR ACCOMPLISHMENTS:				4.66667
<div><div> LERMAFLOR G. NAPOLES Rater</div><div> CHRISTINE M. POGO Ratee</div><div> NANETTE S. PLA Approving Authority</div></div>															



## PART II: COMPETENCIES

### CORE BEHAVIORAL COMPETENCIES

#### Self-Management

	• Sets personal goals and direction, needs and development.
/	Undertakes personal actions and behaviors that are clear and purposeful and takes into account personal goals and values congruent to that of the organization.
/	Displays emotional maturity and enthusiasm for and is challenged by higher goals.
/	Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve goals.
/	Sets high quality, challenging, realistic goals for self and others.
4	

#### Professionalism and Ethics

/	Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employee (RA 6713).
/	Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.
/	Maintains professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.
/	Makes personal sacrifices to meet the organization's needs.
/	Acts with a sense of urgency and responsibility to meet the organization's needs, improves systems and help others improve their effectiveness.
5	

#### Results Focus

/	Achieves results with optimal use of time and resources most of the time.
/	Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.
/	Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently.
/	Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.
/	Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.
/	Makes specific changes in the system or in own work methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal.
5	

#### Teamwork

/	Willingly does his/her share of responsibility.
/	Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.
/	Applies negotiation principles in arriving at win-win agreements.
/	Drives consensus and team ownership of decisions.
/	Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.
5	

#### Service Orientation

/	Can explain and articulate organizational directions, issues and problems.
/	Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.
/	Initiates activities that promotes advocacy for men and women empowerment.
/	Participates in updating of office vision, mission, mandates & strategies based on DepEd strategies and directions.
/	Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.
4	

#### Innovation

/	Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).
/	Demonstrates an ability to think "beyond the box".
/	Continuously focuses on improving personal productivity to create higher value and results.
/	Promotes a creative climate and inspires co-workers to develop original ideas or solutions.
/	Translates creative thinking into tangible changes and solutions that improve the work unit and organization.
/	Uses ingenious methods to accomplish responsibilities.
/	Demonstrates resourcefulness and the ability to succeed with minimal resources.
4	

### CORE SKILLS

#### Oral Communication

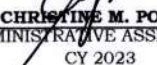
/	Follows instructions accurately.
/	Expresses self clearly, fluently and articulately.
/	Uses appropriate medium for the message.
/	Adjust communication style to others.
/	Guides discussions between and among peers to meet an objective.
4	

#### Written Communication

/	Knows the different written business communication formats used in the DepEd.
/	Write routine correspondence / communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical error/s (e.g., memos, minutes, etc.).
/	Secures information from required references (e.g., Directories, schedules, notices, instructions) for specific purposes.
/	Self-edits words, numbers, phonetic notation and content, if necessary.
/	Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications.
5	

#### Computer/ICT Skills

/	Prepares basic compositions (e.g., letters, reports, spreadsheets and graphics presentation using Word Processing and Excel).
/	Prepares simple presentation using Powerpoint.
/	Utilizes technologies to: access information to enhance professional productivity, assists in conducting research and communicate through local and global professional networks.
/	Recommends appropriate and updated technology to enhance productivity and professional practice.
/	Identifies different computer parts, turns the computer on/off, and work on a given task with acceptable speed and accuracy and connects computer peripherals. (e.g. printers, modems, multimedia projectors, etc.).
5	

  
**CHRISTINE M. POGOY**  
 ADMINISTRATIVE ASSISTANT II  
 CY 2023

OVERALL COMPETENCY RATINGS	
CORE BEHAVIORAL COMPETENCIES	4.500
CORE SKILLS	4.667
<b>OVERALL RATING</b>	<b>4.583</b>


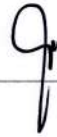
Core Comp. 27  
Core Skills 14

**PART III: SUMMARY OF RATINGS FOR DISCUSSION**

Final Performance Results	Rating	Adjectival Rating
Accomplishments of KRAs and Objectives	<b>4.67</b>	<b>Outstanding</b>

**Rater - Ratee Agreement**

This signatures below confirm that the employee and his/her superior have agreed on content of this appraisal form and the performance rating.

Name of Employee:	Name of Superior:
<b>CHRISTINE M. POGOY</b>	<b>LERMAFLOR G. NAPOLES</b>
Signature: 	Signature: 
Date: March 4, 2024	Date: March 4, 2024

**PART IV: DEVELOPMENT PLANS**

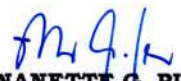
STRENGTHS	DEVELOPMENT NEEDS	ACTION PLAN (Recommended Developmental Intervention)	TIMELINE	RESOURCE NEEDED
Utilizing Microsoft Office tools (Word, Excel, Powerpoint)	Public speaking	Attend trainings, research self- help materials, and practice	CY 2023	Access to trainings
Information System Management				

  
**CHRISTINE M. POGOY**

Administrative Assistant II/Ratee

  
**LERMAFLOR G. NAPOLES**

Administrative Officer IV/Rater

  
**NANETTE G. PLA**

Administrative Officer V/Approving Authority