



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

BAYBAY CITY DIVISION

Annex F

RECEIVED

Name of Employee: **Fel Stanley Nopal**

Name of Rater: **Josephus Anthony T. Dueñas**

Position: **Job Order Staff**

Position: **Administrative Officer - V**

Bureau/Center/Service/Division: **Division of Baybay City**

Date of Review:

DATE: **01/16/20**

BY: **[Signature]**
BAYBAY CITY, LEYTE

Rating Period: **CY 2019**


TO BE FILLED IN DURING PLANNING							TO BE FILLED DURING EVALUATION									
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE			
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave				
	KRA 1: Record Management	1. Documents/ communication receive, records and routes	July - December	15%	5	90-100% documents/communication received, recorded and routed	5	Task carried out with minimal assistance	5	Upon receipt of document/ communication		5	5	4	4.667	0.700
					4	80-89% documents/communication received, recorded and routed	4	task carried out with 1 - 10% assistance	4	An hour after receipt of document/ communication						
					3	70-79% documents/communication received, recorded and routed	3	task carried out with 11 - 20% assistance	3	1 day after receipt of document/ communication						
					2	60-69% documents/communication received, recorded and routed	2	task carried out with 21 - 30% assistance	2	2 days after receipt of document/ communication						
					1	50% documents/communication received, recorded and routed	1	task carried out with 31 - 40% assistance	1	3 days after receipt of document/ communication						
		2. Records and documents filing system	July - December	15%	5	90-100% filing system maintained	5	Maintained very accurately.	5	Daily		5	5	4	4.667	0.700
					4	80-89% filing system maintained	4	Maintained accurately.	4	Twice a week						
					3	70-79% filing system maintained	3	Maintained less accurately.	3	Weekly						
					2	60-69 filing system maintained	2	Maintained inaccurately.	2	Every 2 weeks						
					1	50% filing system maintained	1	Not maintained.	1	Every month						


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	KRA 2: Administrative Support Services	1. Word documents and electronic format prepare or encodes	July - December	10%	5 90-100% Word documents and electronic format prepare or encoded	5 Done very accurately.	5 Upon receipt of documents.		5	4	5	4.667	0.467
					4 80-89% Word documents and electronic format prepare or encoded	4 Done accurately.	4 A day after receipt of documents.						
					3 70-79% Word documents and electronic format prepare or encoded	3 Done less accurately.	3 2 days after receipt of documents.						
					2 60-69% Word documents and electronic format prepare or encoded	2 Done inaccurately.	2 3 days after receipt of documents.						
					1 50% Word documents and electronic format prepare or encoded	1 Not done.	1 4 days & beyond after receipt of docs.						
		2.Documents/reports of the division reproduced	July - December	10%	5 90-100% Documents/reports of the division reproduced	5 Done very accurately.	5 Upon receipt of documents.		5	4	4	4.333	0.433
					4 80-89% Documents/reports of the division reproduced	4 Done accurately.	4 A day after receipt of documents.						
					3 70-79% Documents/reports of the division reproduced	3 Done less accurately.	3 2 days after receipt of documents.						
					2 60-69 Documents/reports of the division reproduced	2 Done inaccurately.	2 3 days after receipt of documents.						
					1 50% Documents/reports of the division reproduced	1 Not done.	1 4 days & beyond after receipt of docs.						
		3.Assistance/administrative support to training and conference provided	July - December	10%	5 90-100% Assistance/administrative support to training and conference provided	5 Task carried out with minimal assistance	5 Properly supported and provided within the day		5	5	5	5.000	0.500
					4 80-89% Assistance/administrative support to training and conference provided	4 task carried out with 1 - 10% assistance	4 Properly supported and provided the trainings after one day						
					3 70-79% Assistance/administrative support to training and conference provided	3 task carried out with 11 - 20% assistance	3 Properly supported and provided the trainings after two days						
					2 51-70% Assistance/administrative support to training and conference provided	2 task carried out with 21 - 30% assistance	2 Properly supported and provided the trainings after three days						
					1 50% Assistance/administrative support to training and conference provided	1 task carried out with 31 - 40% assistance	1 Properly supported and provided the trainings after three days						

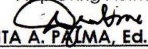
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	
		4. Security of office equipment and availability of office supply secured	July - December	10%	5 90 - 100% Security of office equipment and availability of office supply secured	5 90 - 100% office equipment and supply secured	5 Daily		4	4	4	4.000	0.400
					4 80-89% Security of office equipment and availability of office supply secured	4 80 - 89% office equipment and supply secured	4 Twice a week						
					3 70-79% Security of office equipment and availability of office supply secured	3 70 - 79% office equipment and supply secured	3 Weekly						
					2 60 - 69% Security of office equipment and availability of office supply secured	2 60 - 69% office equipment and supply secured	2 Every 2 weeks						
					1 50% Security of office equipment and availability of office supply secured	1 50% office equipment and supply secured	1 Monthly						
	KRA 3: Secretarial/Frontline	1. Office visitors needs responded, greeted and entertained	July - December	10%	5 90-100% Office visitors needs responded, greeted and entertained	5 100% satisfied	5 Within the day		4	5	5	4.667	0.467
					4 80-89% Office visitors needs responded, greeted and entertained	4 90% satisfied	4 After one day						
					3 70-79% Office visitors needs responded, greeted and entertained	3 80% satisfied	3 After two days						
					2 60-69% Office visitors needs responded, greeted and entertained	2 70% satisfied	2 After three days						
					1 50% Office visitors needs responded, greeted and entertained	1 60% satisfied	1 After four days						
		2. Concerns brought to the office and follow on through on inquiries	July - December	10%	5 90-100% Concerns brought to the office and follow on through on inquiries responded	5 Task carried out with minimal assistance	5 Follow up documents and concern through call and text within a day upon receipt		4	5	4	4.333	0.433
					4 80-89% Concerns brought to the office and follow on through on inquiries responded	4 task carried out with 1 - 10% assistance	4 Follow up documents and concern through call and text one day upon receipt						
					3 70-79% Concerns brought to the office and follow on through on inquiries responded	3 task carried out with 11 - 20% assistance	3 Follow up documents and concern through call and text two days upon receipt						

MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	
					2 60-69% Concerns brought to the office and follow on through on inquiries responded	2 task carried out with 21 - 30% assistance	2 Follow up documents and concern through call and text three days upon receipt						
					1 50% Concerns brought to the office and follow on through on inquiries responded	1 task carried out with 31 - 40% assistance	1 Follow up documents and concern through call and text four days upon receipt						
	KRA 4: Other Task	1. Office cleanliness and Surrounding maintained	July - December	2%	5 90-100% Office cleanliness and Surrounding maintained	5 Office and surroundings cleaned and maintained daily	5 Daily		5	4	4	4.333	0.087
					4 80-89% Office cleanliness and Surrounding maintained	4 Office and surroundings cleaned and maintained twice a week	4 Twice a week						
					3 70-79% Office cleanliness and Surrounding maintained	3 Office and surroundings cleaned and maintained weekly	3 Weekly						
					2 60-69% Office cleanliness and Surrounding maintained	2 Office cleaned and surroundings maintained weekly	2 Every 2 weeks						
					1 50% Office cleanliness and Surrounding maintained	1 Office cleaned and surroundings maintained every month	1 Every month						
		2. Office facilities installed.	July - December	2%	5 90-100% Office facilities installed.	5 Done very accurately.	5 Office facilities installed within the time frame		4	5	5	4.667	0.093
					4 80-89% Office facilities installed.	4 Done accurately.	4 Office facilities installed two days after the time frame						
					3 70-79% Office facilities installed.	3 Done less accurately.	3 Office facilities installed one week after the time frame						
					2 60-69% Office facilities installed.	2 Done inaccurately.	2 Office facilities installed one month after the time frame						
					1 50% Office facilities installed.	1 Not done.	1 Never installed the facilities						
		3. Assistance to other Division personnel conducted every month	July - December	3%	5 90 - 100% Assistance to other Division personnel in every month conducted	5 Task carried out with minimal assistance	5 Properly assisted within a day		4	5	5	4.667	0.140
					4 80-89% Assistance to other Division personnel in every month conducted	4 task carried out with 1 - 10% assistance	4 Properly assisted after one day						
					3 70-79% Assistance to other Division personnel in every month conducted	3 task carried out with 11 - 20% assistance	3 Properly assisted after two days						
					2 60-69% Assistance to other Division personnel in every month conducted	2 task carried out with 21 - 30% assistance	2 Properly assisted after three days						

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					1 50% Assistance to other Division personnel in every month conducted	1 task carried out with 31 - 40% assistance	1 Properly assisted after four days						
		4. Calendered of Activities by the Admin Office			5 90-100% Activities by the Admin Office Calendered	5 Done very accurately.	5 Calendered the activities within the day		4	4	4	4.000	0.120
					4 80-89% Activities by the Admin Office Calendered	4 Done accurately.	4 Calendered the activities after one day						
					3 70-79% Activities by the Admin Office Calendered	3 Done less accurately.	3 Calendered the activities after two days						
					2 60-69% Activities by the Admin Office Calendered	2 Done inaccurately.	2 Calendered the activities after three days						
					1 50% Activities by the Admin Office Calendered	1 Not done.	1 Calendered the activities after four days						
ADJECTIVAL RATING 4.500 - 5.000 = Outstanding 3.500 - 4.499 = Very Satisfactory 2.500 - 3.499 = Satisfactory 1.500 - 2.499 = Unsatisfactory Below 1.499 = Poor												OVERALL RATING FOR ACCOMPLISHMENTS	
												4.54	0

Rater:

FEL STANLEY V. NOPAL
 Job Order

Rater:

JOSEPHUS ANTHONY I. DUEÑAS
 Administrative Officer V
 C.O. # 4425. 2019

Approving Authority:

SHERLITA A. PALMA, Ed. D., CESO VI
 Assistant Schools Division Superintendent
 1/17/20