

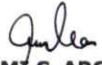
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **KEIRTH PATRICK B. PAPISTOL**, Legislative Staff (Job Order) of the Sangguniang Bayan Office, LGU Tunga, Leyte commit to deliver and agree to be rated on the attachment of the following targets in accordance with the indicated measures for the period **July - December 2024**.

Name over Signature: **KEIRTH PATRICK B. PAPISTOL**

Position: **Legislative Staff (Job Order)**

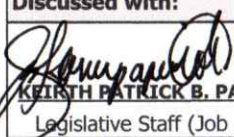
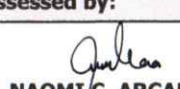
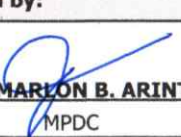
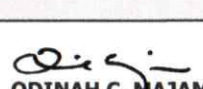
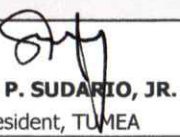
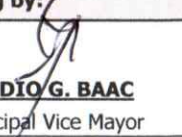
Date: (Month Day, Year)

Approved by:  NAOMI C. ARCALLANA SB Secretary		Date: (Month Day, Year) 01/13/2025		<table style="width: 100%;"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">RATING SCALE</td> <td>Outstanding</td> <td>→ 130% and above</td> <td>→ 5</td> </tr> <tr> <td>Very Satisfactory</td> <td>→ 115% to 129.99%</td> <td>→ 4</td> </tr> <tr> <td>Satisfactory</td> <td>→ 100% to 114.99%</td> <td>→ 3</td> </tr> <tr> <td>Unsatisfactory</td> <td>→ 51% to 99%</td> <td>→ 2</td> </tr> <tr> <td>Poor</td> <td>→ 50% and below</td> <td>→ 1</td> </tr> </table>										RATING SCALE	Outstanding	→ 130% and above	→ 5	Very Satisfactory	→ 115% to 129.99%	→ 4	Satisfactory	→ 100% to 114.99%	→ 3	Unsatisfactory	→ 51% to 99%	→ 2	Poor	→ 50% and below	→ 1
RATING SCALE	Outstanding	→ 130% and above	→ 5																										
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MFO/PAP	Success Indicators (Targets & Measures)	Allotted Budget (P)	Division/Individuals Accountable	Target and Actual Accomplishments						Rating				Remarks															
				Q ¹		E ²		T ³		Q ¹	E ²	T ³	A ⁴																
				Target	Accomp	Target	Accomp	Target	Accomp																				
A. CORE FUNCTION (90%)												3.50	4.00	5.00	4.17														
1. ADMINISTRATIVE SERVICES												4.00	4.00	5.00	4.33														
SB Secretariat												4.00	4.00	5.00	4.33														
1.a. Posting of approved ordinances in 3 conspicuous places	100% of approved ordinances are posted.		Keirth Patrick B. Papistol	100%	100%	1-2 minor lapses	none	within 3 days after LCE's approval	within 1 day after LCE's approval			4.00	4.00	5.00	4.33														

2. Records and Archives										3.00	4.00	5.00	4.00	
2.a. Indexing of approved ordinances and resolutions	90% of approved ordinances and resolutions were indexed		Keirth Patrick B. Papistol	90%	100%	1-2 minor lapses	none	3 days after dissemination to all concerned	1 day after dissemination to all concerned	3.00	4.00	5.00	4.00	
2.b. Scanning & uploading approved ordinances and resolutions	90% of approved ordinances and resolutions scanned and uploaded		Keirth Patrick B. Papistol	90%	100%	1-2 minor lapses	none	3 days after dissemination to all concerned	1 day after dissemination to all concerned	3.00	4.00	5.00	4.00	
B. SUPPORT FUNCTION (10%)										4.60	3.80	4.60	4.33	
1. ADMINISTRATIVE TASKS										4.60	3.80	4.60	4.33	
1.a. Preparation of PPMP & APP	Prepared and submitted within the time frame		Keirth Patrick B. Papistol	4	6	1-2 minor lapses	none	2 days	1 day	5.00	4.00	5.00	4.67	
1.b. Purchase Request, Vouchers	Prepared and submitted within the time frame		Keirth Patrick B. Papistol	2	4	1-2 minor lapses	none	30 mins	10 mins	5.00	4.00	5.00	4.67	
1.c. Workplace Management (Sort, Set in Order, Shine, Standardize, Sustain and Safety)	2 S Compliant		Keirth Patrick B. Papistol	2	4	1-2 minor lapses	none	weekly	daily	5.00	4.00	5.00	4.67	

1.d. Attendance to Flag Raising Ceremony	Attendance to the scheduled regular flag raising ceremony every monday morning		Keirth Patrick B. Papistol	85%	88.84	1-2 minor lapses	1 lapse	every Monday	every Monday	3.00	3.00	3.00	3.00	
1.e. Submission of Daily Time Record (DTR)	Submission of accomplished DTR within 5 days after the issuance of DTR derived from the Biometric by the HRMO		Keirth Patrick B. Papistol	85%	100%	1-2 minor lapses	none	within 5 days	within 1 day	5.00	4.00	5.00	4.67	

Total Rating Per MFO/PAP	Sum	Percentage	Final Result
A. CORE FUNCTION (90%)	→ 4.17	90%	3.75
B. SUPPORT FUNCTION (10%)	→ 4.33	10%	0.43
Final Total Average Rating	→	100%	4.18
Adjectival Rating	→	Very Satisfactory	
COMMENTS AND RECOMMENDATION FOR DEVELOPMENT PURPOSES:			

Discussed with:	Assessed by:	Reviewed by:		Final Rating by:	
 KEIRTH PATRICK B. PAPISTOL Legislative Staff (Job Order)	 NAOMI C. ARCALLANA SB Secretary	 ENGR. MARLON B. ARINTOC MPDC	 ODINAH C. NAJAM Municipal HRM Officer	 FELIX P. SUDARIO, JR. President, TUMEA	 EGIDIO G. BAAC Municipal Vice Mayor
Date:	Date:	Date:	Date:	Date:	Date:

LEGEND: 1-Quality 2-Efficiency 3- Timeliness 4-Average

Strategic Function refers to output given to an individual/group that are linked to the priority deliverables of the municipality.

Core Function refers to output of an individual in the performance of its duties and responsibilities with reference to its statement of functions/job description.

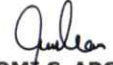
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **KEIRTH PATRICK B. PAPISTOL**, Legislative Staff (Job Order) of the Sangguniang Bayan Office, LGU Tunga, Leyte commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2024**.

Name over Signature: **KEIRTH PATRICK B. PAPISTOL**

Position: **Legislative Staff (Job Order)**

Date: (Month Day, Year)

Approved by:  NAOMI C. ARCALLANA SB Secretary		Date: (Month Day, Year)		<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">RATING SCALE</div> <table style="margin-left: 10px;"> <tr> <td>Outstanding</td> <td>→ 130% and above</td> <td>→ 5</td> </tr> <tr> <td>Very Satisfactory</td> <td>→ 115% to 129.99%</td> <td>→ 4</td> </tr> <tr> <td>Satisfactory</td> <td>→ 100% to 114.99%</td> <td>→ 3</td> </tr> <tr> <td>Unsatisfactory</td> <td>→ 51% to 99%</td> <td>→ 2</td> </tr> <tr> <td>Poor</td> <td>→ 50% and below</td> <td>→ 1</td> </tr> </table> </div>										Outstanding	→ 130% and above	→ 5	Very Satisfactory	→ 115% to 129.99%	→ 4	Satisfactory	→ 100% to 114.99%	→ 3	Unsatisfactory	→ 51% to 99%	→ 2	Poor	→ 50% and below	→ 1
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MFO/PAP	Success Indicators (Targets & Measures)	Allotted Budget (P)	Division/Individuals Accountable	Target and Actual Accomplishments						Rating				Remarks														
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A. CORE FUNCTION (90%)											3.00	4.00	5.00	4.00														
1. ADMINISTRATIVE SERVICES											3.00	4.00	5.00	4.00														
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1.a. Posting of approved ordinances in 3 conspicuous places	100% of approved policies posted.		Keirth Patrick B. Papistol	100%	100%	1-2 minor lapses	none	within 3 days after LCE's approval	within 1 day after LCE's approval		3.00	4.00	5.00	4.00														

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2.a. Indexing of approved ordinances and resolutions	90% of approved ordinances and resolutions were indexed		Keirth Patrick B. Papistol	90%	100%	1-2 minor lapses	none	3 days after dissemination to all concerned	1 day after dissemination to all concerned	3.00	4.00	5.00	4.00	
2.b. Scanning & uploading approved ordinances and resolutions	90% of approved ordinances and resolutions scanned and uploaded		Keirth Patrick B. Papistol	90%	100%	1-2 minor lapses	none	3 days after dissemination to all concerned	1 day after dissemination to all concerned	3.00	4.00	5.00	4.00	
B. SUPPORT FUNCTION (10%)										3.60	4.00	4.60	4.07	
1. ADMINISTRATIVE TASKS										3.60	4.00	4.60	4.07	
1.a. Preparation of PPMP & APP	Prepared and submitted within the time frame		Keirth Patrick B. Papistol	4	6	1-2 minor lapses	none	2 days	1 day	5.00	4.00	5.00	4.67	
1.b. Purchase Request, Vouchers	Prepared and submitted within the time frame		Keirth Patrick B. Papistol	2	4	1-2 minor lapses	none	30 mins	15 mins	4.00	4.00	5.00	4.33	
1.c. Workplace Management (Sort, Set in Order, Shine, Standardize, Sustain and Safety)	2 S Compliant		Keirth Patrick B. Papistol	2	2	1-2 minor lapses	none	weekly	weekly	3.00	4.00	3.00	3.33	

1.d. Attendance to Flag Raising Ceremony	Attendance to the scheduled regular flag raising ceremony every monday morning		Keirth Patrick B. Papistol	12	9	1-2 minor lapses	0	every Monday	every Monday	3.00	4.00	5.00	4.00	
1.e. Submission of Daily Time Record (DTR)	Submission of accomplished DTR within 5 days after the issuance of DTR derived from the Biometric by the HRMO		Keirth Patrick B. Papistol	85%	100%	1-2 minor lapses	0	within 5 days	within 1 day	3.00	4.00	5.00	4.00	

Total Rating Per MFO/PAP		Sum	Percentage	Final Result
A. CORE FUNCTION (90%)		→ 4.00	90%	3.60
B. SUPPORT FUNCTION (10%)		→ 4.07	10%	0.41
Final Total Average Rating		→	100%	4.07
Adjectival Rating		→	Very Satisfactory	

COMMENTS AND RECOMMENDATION FOR DEVELOPMENT PURPOSES:

Discussed with:	Assessed by:	Reviewed by:		Final Rating by:	
 KEIRTH PATRICK B. PAPISTOL Legislative Staff (Job Order)	 NAOMI C. ARCALLANA SB Secretary	 ENGR. MARLON B. ARINTOC MPDC	 ODINAH C. MAJAM Municipal HRM Officer	 FELIX P. SUDARTO, JR. President, TUNEA	 EGIDIO G. BAAC Municipal Vice Mayor
Date:	Date:	Date:	Date:	Date:	Date:

LEGEND: 1-Quality 2-Efficiency 3- Timeliness 4-Average

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