



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



**INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)**

CY : 2022

Name of Ratee: **CHRISTIAN NOEL A. CORDOVA**

Position: **ADMINISTRATIVE STAFF (Driver)**

Name of Rater: **JOSEPHUS ANTHONY T. DUEÑAS**

Position: **Administrative Officer V**

Position: Administrative Officer V

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				Rating	SCORE
				Q	E	T	AVE		
KRA 1. Transport Service			50%						
	1.1 Cleanliness and orderliness of the Division Car	July-December	10%	5	5	4	4.667	0.467	0.467
	1.2 Break fluids, oil, water, coolant and condition of tire check regularly.	July-December	10%	5	4	4	4.333	0.433	0.433
	1.3 Diesel provision requested.	July-December	10%	5	5	4	4.667	0.467	0.467
	1.4.1 Transportation Service facilitated (trip tickets/ travel order)	July-December	10%	5	4	5	4.667	0.467	0.467
	1.4.2 Transportation Service facilitated (request to use vehicle)	July-December	10%	5	4	5	4.667	0.467	0.467
KRA 2. Travel documents records management			30%						
	2.1 Trip tickets filed and managed	July-December	15%	5	5	4	4.667	0.700	0.700
	2.2 Travel Orders filed and managed	July-December	15%	5	5	4	4.667	0.700	0.700
KRA 3. Support Services			20%						
	3.1 Documents routed, received, released and facilitated	All Year Round	10%	5	5	4	4.667	0.467	0.467
	3.2 General Services personnel's cleaning routines assisted.	All Year Round	10%	4	4	4	4.000	0.400	0.467
			100%	Numerical Rating				4.567	
				Adjectival Rating				O	

Numerical Rating

4.500-5.000

4.000- 4.499

2.500- 3.499

1.500- 2.499

below 1.499

Adjectival Rating

(O) Outstanding

(VS) Very Satisfactory

(S) Satisfactory

(U) Unsatisfactory

(P) Poor

Ratee:

**CHRISTIAN NOEL A. CORDOVA**  
STAFF

Reviewed by:

**JOSEPHUS ANTHONY T. DUEÑAS**  
Administrative Officer V  
Rater

Approved by:

**LORELEI A. MASIAS, CESE**  
Assistant Schools Division Superintendent  
Approving Authority





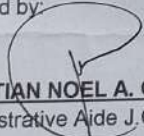
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**ANNUAL PHYSICAL ACCOMPLISHMENTS FOR 2022**

PLAN OUTPUTS	TARGETS	ACTUAL PHYSICAL ACCOMPLISHMENTS	% Of PA
<b>KRA 1. Transport Service</b>			
1.1 Cleanliness and orderliness of the Division Car	48	76	100%
1.2 Break fluids, oil, water, coolant and condition of tire check regularly.	48	62	100%
1.3 Diesel provision requested.	27	48	100%
1.4.1 Transportation Service facilitated (trip tickets/ travel order)	134	126	100%
1.4.2 Transportation Service facilitated (request to use vehicle)	134	126	100%
<b>SUBTOTAL</b>	<b>391</b>	<b>438</b>	<b>100%</b>
<b>KRA 2. Travel documents records management</b>			
2.1 Trip tickets filed and managed	134	128	100%
2.2 Travel Orders filed and managed	134	128	100%
<b>SUBTOTAL</b>	<b>268</b>	<b>256</b>	<b>100%</b>
<b>KRA 3. . Support Services</b>			
3.1 Documents routed, received, released and facilitated	134	146	100%
3.2 General Services personnel's cleaning routines assisted.	151	88	100%
			100%
<b>SUBTOTAL</b>	<b>285</b>	<b>234</b>	<b>100%</b>
<b>GRANDTOTAL</b>	<b>944</b>	<b>928</b>	<b>100%</b>

Prepared by:

  
**CHRISTIAN NOEL A. CORDOVA**  
Administrative Aide J.O. (Driver)





**INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)**

CY : 2021

Name of Ratee: **CHRISTIAN NOEL A. CORDOVA**  
Position: **ADMINISTRATIVE STAFF (Driver)**

Name of Rater: **JOSEPHUS ANTHONY T. DUEÑAS**  
Position: **Administrative Officer V**

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	1.2 Break fluids, oil, water, coolant and condition of tire check regularly.	July-December	10%	5	4	5	4.667	0.467	0.467
	1.3 Diesel provision requested.	July-December	10%	5	5	5	5.000	0.500	0.500
	1.4.1 Transportation Service facilitated (trip tickets/ travel order)	July-December	10%	5	4	5	4.667	0.467	0.467
	1.4.2 Transportation Service facilitated (request to use vehicle)	July-December	10%	5	4	5	4.667	0.467	0.467
KRA 2. Travel documents records management			30%						
	2.1 Trip tickets filed and managed	July-December	15%	5	5	5	5.000	0.750	0.750
	2.2 Travel Orders filed and managed	July-December	15%	5	5	5	5.000	0.750	0.750
KRA 3. Support Services			20%						
	3.1 Documents routed, received, released and facilitated	All Year Round	10%	5	5	5	5.000	0.500	0.500
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			100%	Numerical Rating				4.800	
				Adjectival Rating				O	

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4.500-5.000  
4.000- 4.499  
2.500- 3.499  
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below 1.499

Adjectival Rating  
(O) Outstanding  
(VS) Very Satisfactory  
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Ratee:

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STAFF

Reviewed by:

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Administrative Officer V  
Rater

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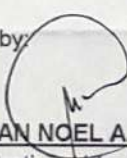
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**ANNUAL PHYSICAL ACCOMPLISHMENTS FOR 2021**

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<b>SUBTOTAL</b>	<b>285</b>	<b>285</b>	<b>100%</b>
<b>GRANDTOTAL</b>	<b>944</b>	<b>944</b>	<b>100%</b>

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