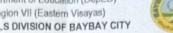


Republic of the Philippines Department of Education (DepED) Region VII (Eastern Visayas)



SCHOOLS DIVISION OF BAYBAY CITY

Baybay City, Leyte INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) CY - 2023

Name of Ratee: MARIAN M. CASTRO Position: Administrative Officer II

Name of Raters:

M. SORIA & L. ARBIOL

Position:

PIC / DIC January 11 2024

Rating Period: January - December 2023			Date Review:		L	lanuary		
MFO's		TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				SCORE
				0	E	T	AVE	
RA 1: P	ERSONNEL ADMINISTRATION		60%					
	Form 7 of districts prepared / Form 7 of salary claim checked	All Year Round	25%	5	5	5	5.00	1.250
	Attendance/absences of school personnel monitored and checked vis-à-vis DTRs		5%	5	4	4	4.33	0.217
	HR related functions assisted / Payslips segregated and distributed		10%	5	4	5	4.67	0.467
	School Personnels request on Leave credits/Service Credits coordinated and communicated		10%	4	5	5	4.67	0.467
	Personnel benefits processed and facilitated		10%	5	5	4	4.67	0.467
RA 2. PR	COPERTY CUSTODIANSHIP	TEN HIS	10%					
	Procurement of supplies and materials in the school assisted	All Year Round	8%	5	4	4	4.33	0.347
	Inventory of Learning Materials conducted		2%	4	3	3	3.33	0.067
2A 3. AC	COUNTING RECORDS/REPORTS		20%				福用計	
	Complete attachments per voucher prepared	All Year Round	10%	5	5	5	5.00	0.500
	Monthly MOOE Liquidation Report submitted		5%	5	5	5	5.00	0.250
	Cash Disbursement Register, RCI and General Ledger prepared and monitored		5%	5	5	5	5.00	0.250
A 4. GENERAL ADMINISTRATIVE SUPPORT			10%		966			
	School Reports/Documents submitted to the Division Office	All Year Round	5%	5	5	5	5.00	0.250
	Communication letter prepared	All Year Round	2%	5	4	5	4.67	0.093
	Documents for principal encoded	All Year Round	3%	5	5	5	5.00	0.150
erical Rating Adjectival Rating			100%	Numerical Rating:				4.773
4 500-5.00 (O) Outstanding				Adjectival Rating:				0

3 5000-4 499

(VS) Very Satisfactory

2.500-3.499

(S) Satisfactory

1.500-2.499

(U) Unsatisfactory

below 1.499

Ratee:

MARIAN M. CASTRO

Rater:

MARILOU M. SORIA Principal In-Charge Baybay 1 District

Rater:

Approving Authority:

JOSEPHUS ANTHONY T. DUEÑAS Administrative Officer V

Baybay 3 District VISION