



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

BAYBAY CITY  
RECEIVED  
JAN 19 2024  
DATE: *Jan 19*  
BY: *JRW*

Name of Ratee: **MARIAN M. CASTRO**

Position: **Administrative Officer II**

Rating Period: January - December 2023

Name of Raters: **M. SORIA & L. ARBIOL**

Position: **PIC / DIC**

Date Review: **January 11, 2024**

MFO's		OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				SCORE
					O	E	T	Ave	
KRA 1: PERSONNEL 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	
KRA 2. PROPERTY CUSTODIANSHIP				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	
KRA 3. ACCOUNTING RECORDS/REPORTS				20%					
	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	
KRA 4. GENERAL ADMINISTRATIVE SUPPORT				10%					
	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	
				100%	Numerical Rating:				4.773
					Adjectival Rating:				O

Numerical Rating

4 500-5.00

Adjectival Rating

(O) Outstanding

Numerical Rating

4.500-5.00

3.500-4.499

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:

*Marian M. Castro*  
**MARIAN M. CASTRO**  
AO - II

Rater:

*Mariou M. Soria*  
**MARILOU M. SORIA**  
Principal In-Charge  
Baybay 1 District

Rater:

*Leslie M. Arbiol*  
**LESLIE M. ARBIOL**  
District In-Charge  
Baybay 3 District

Approving Authority:

*Josephus Anthony T. Dueñas*  
**JOSEPHUS ANTHONY T. DUEÑAS**  
Administrative Officer V

