



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Individual Performance Commitment and Review Form

Name of Employee:		REOMA, BERNADETTE L.					Name of Rater:		AMY Q. VALLEJOS				
Position:		Administrative Officer II (HRMO I/ SUPPLY OFFICER I)					Position:		Teacher-in-Charge				
Review Period:		July 11, 2022 to December 31, 2022					Date of Review:		January 23, 2023				
School/Section:		SACSAC ELEMENTARY SCHOOL											

INFO	NRA	Output/Activity	Timeline	Weight per NRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)					MOV'S	Target	TO BE FILLED DURING EVALUATION					SCORE
												Actual Results		Rating			
					5 pts.	4 pts.	3 pts.	2 pts.	1 pt.			(%)	Number	A	E	T	
1. EQUIVALENT RECORD FORM (YELLOW FOLDER) - 25%		1.1) Printed checklists of T2 and T3 and ERF of respective ASDS.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, no error upon printing within the day	90%-99% Accomplished, with or without error, 1 day after printing	75%-89% Accomplished, with or without error, 2 days after printing	50%-74% Accomplished, with or without error, 3 days after printing	49%-0% Accomplished, with or without error, 4 days and onwards after printing	checklists of T2 & T3; ERFs of 3 ASDS	100% of the objectives	100% of the 1,159 checklists printed within the time frame with no error	5	5	5	5.00	0.15
		1.2) Received ERF (yellow) folders.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, no error upon receiving the folder within the day	90%-99% Accomplished, with or without error, 1 day after receipt	75%-89% Accomplished, with or without error, 2 days after receipt	50%-74% Accomplished, with or without error, 3 days after receipt	49%-0% Accomplished, with or without error, 4 days and onwards after receipt	Masterlists Record	100% of the objectives	100% of the 541 folders received within the time frame with no error	5	5	5	5.00	0.15
		1.3) Checked the entries of the required documents attached in the ERF (yellow) folder.	July 11, 2022 to December 31, 2022	5.00%	100% Accomplished, no error upon the receipt of the yellow folder within the day	90%-99% Accomplished, with or without error, 3 months after receipt	75%-89% Accomplished, with or without error, 6 months after receipt	50%-74% Accomplished, with or without error, 1 year after receipt	49%-0% Accomplished, with or without error, 2 years onwards after receipt	List of folders have compliance with control number for monitoring purposes	100% of the objectives	100% of the 125 folders received within the time frame with no error	5	5	4	4.67	0.23
		1.4) For compliance, returned folders to clients through the sub-office with transmittal.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, no error upon the receipt of the yellow folder with complied documents within the day	90%-99% Accomplished, with or without error, 6 months after receipt of the yellow folders with complied documents	75%-89% Accomplished, with or without error, 6 months after receipt of the yellow folders with complied documents	50%-74% Accomplished, with or without error, 1 year after receipt of yellow folders with complied documents	49%-0% Accomplished, with or without error, 2 years onwards after receipt of the yellow folders with complied documents	Transmittal	100% of the objectives	100% of the 185 folders received with complied documents within the time frame with no error	5	5	4	4.67	0.14
		1.5) Rechecked and reviewed the corrected documents complied.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, no error upon the receipt of the yellow folder within the day	90%-99% Accomplished, with or without error, 1 week after receipt of the folder	75%-89% Accomplished, with or without error, 1 month after receipt of the folder	50%-74% Accomplished, with or without error, 2 months after receipt of the folder	49%-0% Accomplished, with or without error, 1 year and onwards after receipt of the folder	Monitoring list	100% of the objectives	95% of the 187 folders rechecked and completed the compliance within the time frame with no error (185 folders rechecked)	5	5	4	4.67	0.14
		1.6) Forwarded the Complied ERF (yellow) folders to HR section for approval with transmittal.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, no error upon printing within the day	90%-99% Accomplished, with or without error, 1 day after printing	75%-89% Accomplished, with or without error, 2 days after printing	50%-74% Accomplished, with or without error, 3 days after printing	49%-0% Accomplished, with or without error, 4 days and onwards after printing	Transmittal	100% of the objectives	95% of the 417 approved folders by the SDS forwarded to the record section for release within the time frame with no error (396 total # of folders released)	4	4	4	4.00	0.12
2. RECLASSIFICATION - 15%		2.1) Received blue folders for the application of reclassification.	July 11, 2022 to December 31, 2022	5.00%	100% Accomplished, no error upon receiving the folder within the day	90%-99% Accomplished, with or without error, 1 day after receipt	75%-89% Accomplished, with or without error, 2 days after receipt	50%-74% Accomplished, with or without error, 3 days after receipt	49%-0% Accomplished, with or without error, 4 days and onwards after receipt	Monitoring record	100% of the objectives	100% of the 579 folders received within the time frame with no error	5	5	4	4.67	0.23
		2.2) Checked the documents attached in the submitted blue folder.	July 11, 2022 to December 31, 2022	5.00%	100% Accomplished, no error upon the receipt of the blue folder within the day	90%-99% Accomplished, with or without error, 1 week after receipt	75%-89% Accomplished, with or without error, 1 month after receipt	50%-74% Accomplished, with or without error, 2 months after receipt	49%-0% Accomplished, with or without error, 3 months onwards after receipt	Compliance list	100% of the objectives	95% of the 753 blue folders received within the time frame with no error (715 blue folders checked)	4	4	4	4.00	0.20
		A.1 Recruitment and Selection A.1.1 Provide human resource management support to the school head and coordinate with AO IV (HRMO) of the SDO in the HR-related functions.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day of providing support and coordination of the human resource management related functions.	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in providing support and coordination of the human resource management related functions.	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in providing support and coordination of the human resource management related functions	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in providing support and coordination of the human resource management related functions	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in providing support and coordination of the human resource management related functions	Transmittal/e ndorsements/ approved forms	100% of the objectives	100% of the 17 signed PAL by the SDS in the recommending approval of said document within the time frame with no error	3	3	3	3.00	0.09
		A.2 Personnel Records A.2.1 Update regularly 201 files and maintain database of personal information of school personnel.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in updating regularly the 201 files and in maintaining database of personal information of school personnel.	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in updating regularly the 201 files and in maintaining database of personal information of school	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in updating regularly the 201 files and in maintaining database of personal information of school	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in updating regularly the 201 files and in maintaining database of personal information of school	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in updating regularly the 201 files and in maintaining database of personal information of school	Transmittal/e ndorsements/ approved forms	100% of the objectives	95% of the 194 have been updated 201 files and in maintaining database of personal information of school personnel.	4	4	4	4.00	0.12

A.2.2 Act/assist the designated Agency Authorize Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in verifying or approving GSIS loans and agency remittance advice (ARA) as may be delegated	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in verifying or approving GSIS loans and agency remittance advice (ARA) as may be delegated	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in verifying or approving GSIS loans and agency remittance advice (ARA) as may be delegated	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in verifying or approving GSIS loans and agency remittance advice (ARA) as may be delegated	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in verifying or approving GSIS loans and agency remittance advice (ARA) as may be delegated	Transmittal/endorsements/ approved forms	100% of the objectives	95% of the 96 verified or approved GSIS loans and agency remittance advice (ARA) as may be delegated	4	4	4	4.00	0.12
A.2.3 Consolidated daily time record (DTR) of school and prepare monthly report of service (Form 7).	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in consolidating daily time record (DTR) of school and prepare monthly report of service (Form 7)	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in consolidating daily time record (DTR) of school and prepare monthly report of service (Form 7)	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in consolidating daily time record (DTR) of school and prepare monthly report of service (Form 7)	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in consolidating daily time record (DTR) of school and prepare monthly report of service (Form 7)	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in consolidating daily time record (DTR) of school and prepare monthly report of service (Form 7)	Transmittal/endorsements/ printed accomplished Form 7	100% of the objectives	95% of the 142 consolidated daily time record (DTR) of school and prepare monthly report of service (Form 7)	5	5	4	4.67	0.14
A.2.4 Monitor and record attendance/absence of school personnel and report to school head, issues and concerns related thereto.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in monitoring and recording attendance/absences of school personnel and report to school head, issues and concerns related thereto	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in monitoring and recording attendance/absences of school personnel and report to school head, issues and concerns related thereto	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in monitoring and recording attendance/absences of school personnel and report to school head, issues and concerns related thereto	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in monitoring and recording attendance/absences of school personnel and report to school head, issues and concerns related thereto	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in monitoring and recording attendance/absences of school personnel and report to school head, issues and concerns related thereto	Transmittal/masterfile/records	100% of the objectives	100% of the 290 monitored and recorded attendance/absences of school personnel and report to school head, issues and concerns related thereto	5	5	4	4.67	0.14
A.2.5 Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in acting on the application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in acting on the application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in acting on the application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in acting on the application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in acting on the application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS	Transmittal/endorsements/ approved forms	100% of the objectives	100% of the 91 acted the application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS	5	5	4	4.67	0.14
A.2.6 Update vacation service/leave credits of school personnel and regularly communicate to all concerned.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in updating the vacation leave/service credits of school personnel and regularly communication all concerned	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in updating the vacation leave/service credits of school personnel and regularly communication all concerned	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in updating the vacation leave/service credits of school personnel and regularly communication all concerned	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in updating the vacation leave/service credits of school personnel and regularly communication all concerned	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in updating the vacation leave/service credits of school personnel and regularly communication all concerned	Transmittal/endorsements/ approved forms	100% of the objectives	100% of the 94 updated the vacation leave/service credits of school personnel and regularly	5	5	4	4.67	0.14
A.3 Compensation and Benefits															
A.3.1 Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, PVP, etc.)	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in computing and submitting to SDO the applicable personnel benefits for processing, funding and release	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in computing and submitting to SDO the applicable personnel benefits for processing, funding and release	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in computing and submitting to SDO the applicable personnel benefits for processing, funding and release	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in computing and submitting to SDO the applicable personnel benefits for processing, funding and release	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in computing and submitting to SDO the applicable personnel benefits for processing, funding and release	Transmittal/endorsements/ approved forms	100% of the objectives	100% of the 8 computed and submitted to SDO the applicable personnel benefits for processing, funding and release	5	5	4	4.67	0.14
A.3.2 Monitor and prepare notices for step increment and adjustments of school personnel and submit to HRMO for checking and verification.	July 11, 2022 to December 31, 2022	4.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in monitoring and preparing notices for step increment and adjustments of school personnel and submit to HRMO for checking and verification	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in monitoring and preparing notices for step increment and adjustments of school personnel and submit to HRMO for checking and verification	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in monitoring and preparing notices for step increment and adjustments of school personnel and submit to HRMO for checking and verification	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in monitoring and preparing notices for step increment and adjustments of school personnel and submit to HRMO for checking and verification	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in monitoring and preparing notices for step increment and adjustments of school personnel and submit to HRMO for checking and verification	Transmittal/endorsements/ approved forms	100% of the objectives	100% of the 20 monitored and prepared notices for step increment and adjustments of school personnel and submit to HRMO for checking and verification	5	5	4	4.67	0.19
A.3.3 Process retirement/separation benefits of school personnel for indorsement by the School Head to the SDO.	July 11, 2022 to December 31, 2022	4.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in processing retirement/separation benefits of school personnel for indorsement by the School Head to the SDO	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in processing retirement/separation benefits of school personnel for indorsement by the School Head to the SDO	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in processing retirement/separation benefits of school personnel for indorsement by the School Head to the SDO	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in processing retirement/separation benefits of school personnel for indorsement by the School Head to the SDO	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in processing retirement/separation benefits of school personnel for indorsement by the School Head to the SDO	Transmittal/endorsements/ approved forms	100% of the objectives	100% of the 13 processed retirement/separation benefits of school personnel for indorsement by the School Head to the SDO	5	5	4	4.67	0.19
A.4 Other HR related functions															
A.4.1 Prepare and submit HR-related reports to school head/HRMO.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in preparing and submitting HR related reports to school head/HRMO	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in preparing and submitting HR related reports to school head/HRMO	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in preparing and submitting HR related reports to school head/HRMO	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in preparing and submitting HR related reports to school head/HRMO	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in preparing and submitting HR related reports to school head/HRMO	Transmittal/endorsements/ approved forms	100% of the objectives	100% of the 13 prepared and submitted HR related reports to school head/HRMO	5	5	4	4.67	0.14

B.1 Prepare and print the following forms as supporting documents in the liquidation of School MOOE: B.1.1 Purchase Requests (PR)	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in preparing and printing the purchase requests	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in preparing and printing the purchase requests	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in preparing and printing the purchase requests	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in preparing and printing the purchase requests	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in preparing and printing the purchase requests	Transmittal/endorsements/approved forms	100% of the objectives	95% of the 58 prepared and printed the purchase requests	5	5	5	5.00	0.15
B.1.2 Inspection and Acceptance Report	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in preparing and printing the inspection and acceptance report	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in preparing and printing the inspection and acceptance report	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in preparing and printing the inspection and acceptance report	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in preparing and printing the inspection and acceptance report	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in preparing and printing the inspection and acceptance report	Transmittal/endorsements/approved forms	100% of the objectives	98% of the 58 prepared and printed the inspection and acceptance report	4	4	4	4.00	0.12
B.1.3 Inventory Custodian Slip (ICS)	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in preparing and printing the inventory custodian slip	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in preparing and printing the inventory custodian slip	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in preparing and printing the inventory custodian slip	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in preparing and printing the inventory custodian slip	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in preparing and printing the inventory custodian slip	Transmittal/endorsements/approved forms	100% of the objectives	100% of the 6 prepared and printed the inventory custodian slip	5	5	4	4.67	0.14
B.1.4 Stock Card (SC)/Property Card/Semi-expendable Property Card	July 11, 2022 to December 31, 2022	4.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in preparing and printing the stock card	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in preparing and printing the stock card	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in preparing and printing the stock card	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in preparing and printing the stock card	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in preparing and printing the stock card	Transmittal/endorsements/approved forms	100% of the objectives	95% of the 138 prepared and printed the stock card	5	5	5	5.00	0.20
B.1.5 Requisition and Issue Slip (RIS)	July 11, 2022 to December 31, 2022	4.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in preparing and printing the requisition and issue slip	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in preparing and printing the requisition and issue slip	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in preparing and printing the requisition and issue slip	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in preparing and printing the requisition and issue slip	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in preparing and printing the requisition and issue slip	Transmittal/endorsements/approved forms	100% of the objectives	98% of the 108 prepared and printed the requisition and issue slip	5	5	4	4.67	0.19
B.1.6 Report of Supplies and Materials Issued (RSMI)/Report on Semi-Expendable Property Issued (RSPI)	July 11, 2022 to December 31, 2022	4.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in preparing and printing the report of supplies and materials issued	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in preparing and printing the report of supplies and materials issued	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in preparing and printing the report of supplies and materials issued	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in preparing and printing the report of supplies and materials issued	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in preparing and printing the report of supplies and materials issued	Transmittal/endorsements/approved forms	100% of the objectives	95% of the 6 prepared and printed the report of supplies and materials issued	5	5	4	4.67	0.19
B.1.7 Monitor all Property, Plant and Equipment and Semi-Expendable of the School	July 11, 2022 to December 31, 2022	4.00%	100% Accomplished, all aspect of the work are thoroughly covered within the day in monitoring all property, plant and equipment of the school	90%-99% Accomplished, with 1-2 mistakes or error, 1-2 days of lapses in monitoring all property, plant and equipment of the school	75%-89% Accomplished, with 3-4 mistakes or error, 3-5 days of lapses in monitoring all property, plant and equipment of the school	50%-74% Accomplished, with 5-9 mistakes or error, 1-2 weeks of lapses in monitoring all property, plant and equipment of the school	49%-0% Accomplished, with 10 or more mistakes or errors, 1 month or more lapses in monitoring all property, plant and equipment of the school	Transmittal/endorsements/approved forms	100% of the objectives	100% of all (16 school buildings, 9 machinery & equipment; 1 furniture) the property, plant and equipment turned over monitored	5	5	4	4.67	0.19
3.1) Prepared Daily/Monthly Accomplishment Report/Work related reports	July 11, 2022 to December 31, 2022	2.00%	100% Accomplished, no error upon printing within the day	90%-99% Accomplished, with or without error, 1 day after printing	75%-89% Accomplished, with or without error, 2 days after printing	50%-74% Accomplished, with or without error, 3 days after printing	49%-0% Accomplished, with or without error, 4 days and onwards after printing	IPCRF/Monthly Accomplishments	100% of the objectives	95% of the 32 printed reports within the time frame with no error	4	4	4	4.00	0.08
3.2) Addressed/Responded the queries and follow-ups from clients.	July 11, 2022 to December 31, 2022	3.00%	100% Accomplished, no error upon replying the queries sent thru text messages, messenger, facebook account and calls within the day	90%-99% Accomplished, with or without error, 1 day after receiving the queries sent thru text messages, messenger, facebook account and calls	75%-89% Accomplished, with or without error, 2 days after receiving the queries sent thru text messages, messenger, facebook account and calls	50%-74% Accomplished, with or without error, 3 days after receiving the queries sent thru text messages, messenger, facebook account and calls	49%-0% Accomplished, with or without error, 4 days and onwards after receiving the queries sent thru text messages, messenger, facebook account and calls	Image from the phone	100% of the objectives	99% of the 3,804 attended and replied queries sent thru text messages, messenger, facebook account and calls within the time frame with no error (3,568 total of attended queries)	4	4	4	4.00	0.12
3.3) Performed other task as directed by the immediate supervisor from time to time	July 11, 2022 to December 31, 2022	5.00%	100% Accomplished, no error upon replying the queries sent thru text messages, messenger, facebook account and calls within the day	90%-99% Accomplished, with or without error, 1 day after receiving the queries sent thru text messages, messenger, facebook account and calls	75%-89% Accomplished, with or without error, 2 days after receiving the queries sent thru text messages, messenger, facebook account and calls	50%-74% Accomplished, with or without error, 3 days after receiving the queries sent thru text messages, messenger, facebook account and calls	49%-0% Accomplished, with or without error, 4 days and onwards after receiving the queries sent thru text messages, messenger, facebook account and calls	Image from the phone	100% of the objectives	95% of the 28 attended and replied queries sent thru text messages, messenger, facebook account and calls within the time frame with no error (2,117 total of attended queries)	4	4	4	4.00	0.20
100%										TOTAL	VERY SATISFACTORY				4.48

and by:

Reviewed by:

Approved:

BERNADETTE L. REOMA
ADMINISTRATIVE OFFICER II (HRMO I/ISO I)
RATEE

AMY G. YARAJOS
(TIC)
RATER

JEREMY C. DENAMPO, JD
ADMINISTRATIVE OFFICER V
APPROVING AUTHORITY