



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF BAYBAY CITY
Brgy. Ga-as, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
JANUARY - DECEMBER 2023

Name of Ratee: **JOHN PAOLO A. CAINTIC**
Position: **Administrative Officer II**

Name of Rater: **JULIUS CESAR L. DE LA CERNA**
Position: **Administrative Officer IV**

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				Rating	SCORE
				Q	E	T	AVE		
KRA 1. PAYROLL SERVICES UNIT TASKS			90%						
1.1	Loan applications for action/verification	January to December	20%	5	5	4	4.667	0.933	0.933
1.2	Inclusions and exclusions in the Secondary and Senior High School Regular Payroll	January to December	5%	5	5	4	4.667	0.233	0.233
1.3	Inactivations and reactivations in the Secondary and Senior High School Regular Payroll	January to December	5%	5	5	4	4.667	0.233	0.233
1.4	Salary adjustments of DepEd Baybay City personnel due to promotion/step increment/other reasons	January to December	10%	5	5	4	4.667	0.467	0.467
1.5	Prepare payrolls for review of AO IV and submit to Budget for funding and then accounting for certification of cash availability	January to December	5%	5	5	5	5.000	0.250	0.250
1.6	Prepare payroll slips on the final payroll pre-audited by Accounting and forwarded to Cashier for distribution	January to December	10%	5	4	5	4.667	0.467	0.467
1.7	Prepare remittance reports to GSIS, BIR (Withholding Tax), Pag-IBIG Fund, accredited lending agencies, etc.	January to December	10%	5	5	4	4.667	0.467	0.467
1.8	Remittance of employees to PhilHealth and Pag-IBIG prepared	January to December	20%	5	5	5	5.000	1.000	1.000
1.9	Payroll findings corrected and other payroll concerns resolved	January to December	5%	5	5	5	5.000	0.25	0.250
KRA 2: ADMINISTRATIVE SUPPORT			5%						
2.1	Filing system maintained and updated	January to December	5%	5	5	4	4.667	0.233	0.233

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				Rating	SCORE
				Q	E	T	AVE		
KRA 3: OTHER TASKS/PLUS FACTOR			5%						
3.1	Other activities that may be assigned by fellow Schools Division Personnel	January to December	5%	5		5	5.000	0.250	0.250
			100%	Numerical Rating					4.783
				Adjectival Rating					(0)

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

Prepared by:

JOHN PAOLO A. CAINTIC

Administrative Officer II

Ratee

Reviewed by:

JULIUS CESAR L. DE LA CERNA

HRMO II

Rater

Approved by:

JOSEPHUS ANTHONY T. DUEÑAS

Administrative Officer V

Approving Authority





Department of Education

POSITION AND COMPETENCY PROFILE

PCP No. _____

Revision Code: 00

Position Title	Administrative Officer II	Salary Grade	11
Parentetical Title	Administrative Officer I	Governance Level	Schools Division Office
Office Unit	Office of the Schools Division Superintendent - Personnel Section	Effectivity Date	11-Oct-21
Reports to	Administrative Officer IV	Page/s	
Position Supervised			

JOB SUMMARY

This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school. This position was designated as one of the payroll in-charge of the Payroll Services Unit of the Personnel Section, OSDS

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Bachelor's Degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	None required

B. Preferred Qualifications

Education	Bachelor's Degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	None required

COMPETENCIES

CORE BEHAVIORAL COMPETENCIES			
Self-Management			
1	Sets personal goals and direction, needs and development.	5	4.80
2	Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.	5	
3	Displays emotional maturity and enthusiasm for and is challenged by higher goals	5	
4	Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve goals.	5	
5	Sets high quality, challenging, realistic goals for self and others.	4	
Professionalism and Ethics			
1	Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employee (RA 6713).	5	4.40
2	Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.	4	
3	Maintains professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.	4	
4	Makes personal sacrifices to meet the organization's needs.	4	
5	Acts with a sense pf urgency and responsibility to meet the organization's needs, improves systems and help others improve their effectiveness.	5	
Result Focus			
1	Achieves results with optimal use of time and resources most of the time.	5	4.60
2	Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.	4	
3	Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.	4	
4	Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.	5	
5	Makes specific changes in the system or in own work methods to	5	

improve performance. Examples may include doing something better, faster, at lower cost, more efficiently; or improving quality, costumer satisfaction, morale, without setting any specific goal.			
Teamwork			
1	Willingly does his/her share of responsibilty.	5	4.20
2	Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization	5	
3	Applies negotiation principles in arriving at win-win agreements.	3	
4	Drives consensus and team ownership of decisions.	4	
5	Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.	4	
Service Orientation			
1	Can explain and articulate organizational directions, issues and problems.	4	4.20
2	Takes personal responsibilty for dealing with and/or correcting costumer service issues and concerns	5	
3	Initiates activities that promotes advocacy for men and women empowerment.	4	
4	Participates in updating of office vision, mission, mandates & strategies based on DepEd strategies and directions.	4	
5	Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.	4	
Innovation			
1	Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiencv).	5	4.60
2	Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.	5	
3	Promotes a creative climate and inspires co-workers to develop original ideas or solutions.	4	
4	Translates creative thinking into tangible changes and solutions that improve the work unit and organization.	4	
5	Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.	5	

5 - Role Model; 4 - Consistently demonstrates; 3 - Most of the time demonstrates; 2 - Sometimes demonstrates; 1 - Rarely demonstrates

LEADERSHIP COMPETENCIES

Leading People

1	Uses basic persuasion techniques in a discussion or presentation e.g., staff mobilization, appeals to reason and/or emotions, uses data and examples, visual aid.	4	4.20
2	Persuades, convinces or influences others, in order to have a specific impact or effect.	4	
3	"Sets a good example", is a credible and respected leader; and demonstrates desired behavior.	4	
4	Forwards personal, professional and work unit needs and interests in an issue.	4	
5	Assumes a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of DepEd goals, in order to create an effective work environment	5	

People Development

1	Improves the skills and effectiveness of individuals through employing a range of development strategies.	4	4.00
2	Facilitates workforce effectiveness through coaching and motivating/developing people within a work environment that promotes mutual trust and respect.	4	
3	Conceptualizes and implements learning interventions to meet identified training needs.	4	
4	Does long-term coaching or training by arranging appropriate and helpful assignments, formal training, or other experiences for the purpose of supporting a person's learning and development.	3	
5	Cultivates a learning environment by structuring interactive experiences such as looking for future opportunities that are in support of achieving individual career goals	5	

People Performance Management

1	Makes specific changes in the performance management system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues)	5	4.60
2	Sets performance standards and measures progress of employees based on office and department targets.	4	
3	Provides feedback and technical assistance such as coaching for performance improvement and action planning.	5	
4	States performance expectations clearly and checks understanding and commitment.	5	
5	Performs all the stages of result-based performance management system supported by evidence and required documents/forms.	4	

Note: These ratings can be used for the developmental plans of the employee.

CORE BEHAVIORAL COMPETENCIES

4.467

LEADERSHIP COMPETENCIES

4.267

OVER ALL RATING

4.367

Prepared by:

John Paolo A. Caintic

JOHN PAOLO A. CAINTIC


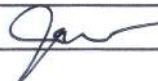
Name of Employee

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating
Accomplishments of KRAs and Objectives	4.783

Employee-Superior Agreement

The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form.

Name of Employee:	JOHN PAOLO A. CAINTIC	Name of Superior:	JOSEPHUS ANTHONY T. DUEÑAS
Signature:		Signature:	
Date:	01/29/2024	Date:	

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
Self-Management	Teamwork	Improve Social Skills/Etiquette	Year-round	Time, books, coaching videos
Professionalism and Ethics	Leading People	Display confidence/high energy	Year-round	Time, books, coaching videos
Innovation	Service Orientation	Interact with co-workers more often	Year-round	Time, books, coaching videos
Result Focus	People Development	Master gratitude and mindfulness	Year-round	Time, books, coaching videos
People Performance Management		Emulate role models in terms of social skills	Year-round	Time


JOHN PAOLO A. CAINTIC

Ratee


JOSEPHUS ANTHONY T. DUEÑAS

Rater


JOSEMILLO P. RUIZ, EdD, CESE

Approving Authority

DEPED RPMS Form