

# INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (PCR) FORM

Rating Period: January - June 2023

I, **SHERYL M. MERCADO**, of CHED Regional Office VIII, commits to deliver and agrees to be rated in the attainment of the targets in accordance with the indicated measures for the period **JANUARY to JUNE 2023**.

  
**SHERYL M. MERCADO / PTS II**  
 Ratee / Position

5	Outstanding
4	Very Satisfactory
3	Satisfactory
2	Unsatisfactory
1	Poor

WEIGHT	SERVICES PROGRAMS / PROJECTS / INDICATORS	2023 Annual Targets	Quarterly Targets				Quarterly Accomplishments				TOTAL ACCOMPLISH MENT	RATING				WITH %	REMARKS
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		Q	E	T	AVE		
HIGHER EDUCATION DEVELOPMENT PROGRAM																	
90%																	
Provision of Assistance to HEIs for K-12 & SIKAP Transition Program																	
10%	No. of faculty members assisted with faculty development grants	464	464	464	0	0	464	464	0	0	464	5.00	4.00	4.00	4.33	0.43	*data is not cumulative
5%	No. of activities conducted	6	1	1	2	2	1	2	0	0	3.00	5.00	4.00	5.00	4.67	0.23	*see attached file
15%	No. of HEIs assisted	50	50	50	50	50	52	52	0	0	104.00	5.00	5.00	4.00	4.67	0.70	
10%	No. of SGS-L and SIKAP documents evaluated, processed and acted	224	30	57	62	75	45	64	0	0	109.00	5.00	5.00	5.00	5.00	0.50	
10%	No. of SGS-L and SIKAP related concerns attended to via walk-in transactions	165	30	35	45	55	39	50	0	0	89.00	4.00	4.00	3.00	3.67	0.37	
10%	No. of SGS-L and SIKAP related concerns attended to via phone calls/texts	508	98	130	140	140	102	168	0	0	270.00	5.00	5.00	5.00	5.00	0.50	
5%	No. of SGS-L and SIKAP related concerns attended to via email	55	10	15	15	15	20	23	0	0	43.00	4.00	4.00	4.00	4.00	0.20	
5%	No. of SIKAP documents from the records unit received and logged	125	20	30	35	40	24	46	0	0	70.00	4.00	4.00	5.00	4.33	0.22	
5%	No. of SGS-L documents from the records unit received and logged	75	10	20	20	25	10	25	0	0	35.00	4.00	4.00	3.00	3.67	0.18	
10%	No. of CWs drafted	15	2	4	4	5	3	7	0	0	10.00	4.00	4.00	4.00	4.00	0.40	
5%	No. of outgoing SGS-L and SIKAP documents recorded in LSGO logbook	140	20	30	45	45	14	38	0	0	52.00	4.00	4.00	4.00	4.00	0.20	
10%	Intervening Tasks																

WEIGHT	SERVICES PROGRAMS / PROJECTS / INDICATORS	2023 Annual Targets	Quarterly Targets				Quarterly Accomplishments				TOTAL ACCOMPLISHMENT	RATING				WITH %	REMARKS
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		Q	E	T	AVE		
1%	No. of days assigned at Information Desk	6	1	1	2	2	2	1	0	0	3.00	5	5	5	5.00	0.05	
2%	No. of office planning/assessment activities conducted/attended - minimum of 2	2	0	1	0	1	1	1	0	0	2.00	5	5	5	5.00	0.10	
5%	No. of events facilitated (Secretariat, prepared documentation, certificates & reports)	4	1	1	1	1	2	2	0	0	4.00	5	5	5	5.00	0.25	* see attached file
2%	Internal and External Meetings	12	3	3	3	3	4	6	0	0	10.00	5	5	5	5.00	0.10	* see attached file


100%


4.43

Prepared by:

Reviewed by:

Approved by:

  
**SHERYL M. MERCADO**  
 Project Technical Staff  
 Date: July 11, 2023

  
**LEO D. CAMPOSANO, Ed.D.**  
 Immediate Head  
 Date: July 11, 2023

  
**MAXIMINO C. ALIBJE, Ph.D., DPM, CISO III**  
 Director IV  
 Date: July 11, 2023

**Legend:**

- 1 - Effectiveness/Quality:** The extent to which actual performance compares with targeted performance (can be measured by quantity). The degree to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.
- 2 - Efficiency:** The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.
- 3 - Timeliness:** Measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders. Time-related performance indicators evaluate such things as project completion deadlines, time management skills, and other time-sensitive expectations.

**Rating Scale:**

5 Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4 Very Satisfactory	Performance succeeded expectations. All goals, objectives, and targets were achieved above the established standards.
3 Satisfactory	Performance met expectations in terms of quality of work, efficiency, and timeliness. The most critical annual goals were met.
2 Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1 Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.