

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORM (For SG 23 and Below)

ANNEX D2

I, RAQUEL C. GRANDE, Administrative Officer IV of ATFS of COA Region 8, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2021


RAQUEL C. GRANDE
Administrative Officer IV

Date: **JUN 30 2022**

Recommending Approval:

Atty. PERLITA C. LIM
SERVICE CHIEF, ATFS

Date:


Approved by:

Atty. MARISOL D. LEGASPI
ASST. REGIONAL DIRECTOR

Date:

MFO / PAP/		OUTPUTS	SUCCESS INDICATORS		ACTUAL	RATING				REMARKS
Performance Measure			(Target + Measure)		ACCOMPLISHMENTS	Quality	Quantity	Timeliness	Average	
F. General Administration And Support Services										
Personnel Matters										
	Reviewed Regional Selection and Promotions Board (RSPB) Resolutions recommending for recruitment	Reviewed Regional Selection and Promotions Board (RSPB) Resolutions recommending for recruitment	1. Prepared and initiated one (1) RSPB Resolution (RSPB Resolution No. 2020–010) for 17 SAE II applicants 2. Reviewed two (2) RSPB Resolutions (RSPB Resolution No. 2020–08 and 09) for TAS I and Admin Aide IV, respectively		4.900	4.900	4.900	4.900		

MFO / PAP/		OUTPUTS	SUCCESS INDICATORS		ACTUAL	RATING				REMARKS
Performance Measure			(Target + Measure)		ACCOMPLISHMENTS	Quality	Quantity	Timeliness	Average	
	Reviewed Matrices on the Proposal for recruitment for the Regional Office	Matrices on the Proposal for recruitment for the Regional Office	1. Initiated individual Proposal for recruitment of 17 applicants for SAE II			4.900	4.899	4.899	4.900	
	Reviewed documents supporting Proposals for recruitment	Documents supporting proposals for recruitment reviewed and submitted to HRMO	1. Evaluated documents supporting proposals for recruitment folders of 17 applicants for recuitment to SAE II			4.900	4.890	4.900	4.900	
	Reviewed Welcome Letters addressed to new recruits	Welcome Letters prepared for each new recruit	1. Prepared two (2) Welcome Letters for SAE II new recruits (De Veyra and Ganzo), who assumed office on			4.900	4.900	4.880	4.900	
	Reviewed /Signed documentary requirements of newly-hired personnel submitted to COA HRMO	100% of two (2) documentary requirements of newly-hired personnel reviewed /signed	1. Prepared and evaluated two (2) documentary requirements of newly-hired personnel (De Veyra and Ganzo) for review and signature of SC Lim			4.900	4.899	4.900	4.900	
	Reviewed Long List of contenders for promotion	Ranking List of contenders for promotion reviewed and submitted for	1. Prepared and initiated three (3) Ranking List of contenders for promotion (for ADAS III, SI III and AO			4.900	4.900	4.899	4.900	
	Reviewed and signed RSPB Resolutions recommending for promotion of contenders	100% of RSPB Resolutions reviewed and submitted for RSPB's approval	1. Prepared and initiated five (5) RSPB Resolutions for promotion to various positions (for SAE II, State Auditor I, ADAS III, SI III and AO II) reviewed and submitted for RSPB's approval			4.899	4.899	4.900	4.900	
	Reviewed final Long and Short List of contenders for promotion published in COA RO VIII Bulletin Board	100% of final Long and Short List of contenders for promotion published in COA RO VIII Bulletin Board	1. Prepared and initiated three (3) Long and Short List of contenders for promotion (for ADAS III, SI III and AO II) published in COA RO VIII Bulletin Board			4.900	4.900	4.900	4.900	
	Documents supporting Proposals for promotion reviewed and submitted to HRMO	100% of Proposals for promotion reviewed and submitted to HRMO	1. Prepared and evaluated 25 documentary requirements/folders of applicants for promotion itemized as follows: for SAE II (5), State Auditor I(13), ADAS III(2), SI III(1) and AO II(4)			4.895	4.895	4.900	4.900	
Personality:						0.9	0.9	0.9	0.9	
Leadership:						0.9	0.9	0.9	0.9	
Final Rating:						4.900				
Adjectival Rating:						Very Satisfactory				
Personality (10%)					Leadership (10%)					
1. Carriage and Appearance					1. Initiative					
2. Self Confidence					2. Interest in work/ Persistent Work Effort					
3. Compliance with Existing Rules and Regulations ad Adherence to COA Core Values					3. Dependability and Reliability					
4. Acceptance of suggestions and Criticisms					4. Decision Making Capabilities					
5. Getting Along Well with Others										

MFO / PAP/ Performance Measure	OUTPUTS	SUCCESS INDICATORS (Target + Measure)		ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
					Quality	Quantity	Timeliness	Average	
Comments and Recommendations for Development Purposes: (based on PDP)									
Assessed by/Rated by/Recommending Approval:					Approved by:				
<div style="text-align: center;"> <div>_____</div> <div>Assistant Head of Office</div> </div>					<div style="text-align: center;"> <div>_____</div> <div>Head of Office</div> </div>				
Date: <i>I certify that I have discussed with the rater the rating given</i>					Date: <i>I certify that I have discussed and explained in detail the rating given to the ratee</i>				
<div style="text-align: center;">  RAQUEL C. GRANDE Administrative Officer IV Ratee </div>					<div style="text-align: center;"> PERLITA C. LIM Service Chief, ATFS Rater </div>				
Date: JUN 30 2022					Date:				

Rating:

- 5.0 - Outstanding
- 4.0 to 4.999 - Very Satisfactory
- 3.0 to 3.999 - Satisfactory
- 2.0 to 2.999 - Unsatisfactory
- 1.0 to 1.999 - Poor