

PHILIPPINE SCIENCE HIGH SCHOOL EASTERN VISAYAS CAMPUS
Pawing, Palo, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)




May - July 2023

I, IVY GRACE A. ACOL, Administrative Aide I (COS) of the FINANCE AND ADMINISTRATIVE SERVICES DIVISION commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period May-July 2023.

Ivy Grace A. Acol
IVY GRACE A. ACOL
Admin Aide (COS)

Date: MAY 18 2023

| Reviewed by: | | Date | Approved by: | | Date |
|--|--|--|--|---|-------------|
| <i>Cynthia C. Ocaña</i> CYNTHIA C. OCAÑA, D.M. SAO/FAD Chief | | MAY 18 2023 | <i>Yvonne M. Esperas</i> YVONNE M. ESPERAS Campus Director | | MAY 18 2023 |
| 5 - Outstanding | 4 - Very Satisfactory | 3 - Satisfactory | 2 - Unsatisfactory | 1 - Poor | |
| Output | Success Indicator (Target + Measure) | Actual Accomplishments | | Rating | Remarks |
| | | | | Q ¹ E ² T ³ A ⁴ | |
| Support Function (Finance and Administrative Services) | | | | | |
| | 100% of timely recording of incoming and outgoing documents in the logbook | 100% of timely recording of incoming and outgoing documents in the logbook | | 5 5 5 5 | |
| | 100% of assisting the division chief from time to time | 100% assisted the division chief from time to time. | | 5 5 5 5 | |
| | Regularly Segregating the paid vouchers for COA File and Accounting File | Regularly paid vouchers were segregated for COA File and Accounting File. | | 4 4 4 4 | |
| | 100% Receiving and returning of all documents that are for approval to respective personnel are promptly done | 100% All documents that are for approval of division chief were received and promptly returned to the concerned personnel. | | 5 5 5 5 | |
| | Assist in all printing, photocopying, risography, & scanning documents. | Assisted in all printing, photocopying, risography, & Scanning documents. | | 5 5 5 5 | |
| | Facilitate Inspection Report of every delivery item | Facilitated Inspection Report of every delivery item. | | 4 4 4 4 | |
| | All Inspection and Acceptance Report documents should be segregated and routed for signature of signatories | All Inspection and Acceptance Report documents are segregated and routed for signature of signatories | | 5 5 5 5 | |
| | Assist the PPF HEAD in Regularly recording of General Services in logbok (Request for Janitorial, Work Request form, Pre-Repair Inspection Report, Permit to use school facilities and vehicles, assign control number and facilitate the request to the designated PPF Head/Personnel | Assisted in recording of General services (Janitorial, Work Request Form, Pre-Repair Inspection Report Permit to use School Facilities and vehicle) are recorded in the logbook assigned control number and facilitated the request to the designated PPF Head/Personnel | | 4 4 4 4 | |

| Support Function (Other Services) | | | | | | | | | |
|---|--|---|-------|---|------------------------|--|--|--|--|
| 100% requests for services attend on time | 95% requests for services attended to on time. | 4 | 4 | 4 | 4 | | | | |
| DTR must accomplish without error and submit within the prescribed time. | DTR accomplished without error and submitted within the prescribed time. | 5 | 5 | 5 | 5 | | | | |
| Wear proper dress code/uniform | Wear proper dress code/uniform | 5 | 5 | 5 | 5 | | | | |
| Observe proper arrival time to office according to office hours. | Always arrived early or on time before office hours | 5 | 5 | 5 | 5 | | | | |
| OUTPUT | RATING | Average Rating | % | Weight | Overall Weighted Score | | | | |
| A. Agency Organizational Outcome | Quality Efficiency Time | | | | | | | | |
| A. STEM Secondary Education on Scholarship Basis Program | | | | 0% | | | | | |
| B. STEM Promotions Program | | | | 0% | | | | | |
| C. General Administration and Support | | | | 0% | | | | | |
| D. Leadership Role in Secondary STEM Education | | | | 0% | | | | | |
| B. SUPPORT FUNCTIONS | | | | | | | | | |
| A. Management Services | | | | 0% | | | | | |
| B. Finance and Administrative Services | 4.625 4.625 4.625 | 4.625 | 80% | | 3.7 | | | | |
| C. Other Support Functions | 4.75 4.75 4.75 | 4.75 | 20% | | 0.95 | | | | |
| Total Average Rating | | | | | 4.65 | | | | |
| Adjectival Rating | | | | | VERY SATISFACTORY | | | | |
| Comments and Recommendations for Development Purposes | | | | | | | | | |
| Discussed with: | Date | Assessed by: | Date: | Final Rating by: | Date | | | | |
|  IVY GRACE A. ACOL Admin. Aide (COS) | AUG 01 2023 | I certify that I discussed my assessment of the performance with the employee  CYNTHIA C. OCAÑA, D.M. SAO/FAD CHIEF | |  YVONNE M. ESPERAS Campus Director | AUG 01 2023 | | | | |
| Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average | | | | | | | | | |