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.

	, Administrative Aide I(COS) of the FINANCE AND ADMINISTRATI accordance with the indicated measures for the period May-July		SION commit to deliver and agree to be rate		/Y GRAC	e A. ACC		1
Reviewed by:	TMA:	Date	Approved by:				- 3	Date
	CYNTHIA CLOCAÑA, D.M.	MAY 18 202	NONNEM. E	SPERAS				MAY 18 2023
5 - Outstanding	SAO/FAD Chief 4 - Very Satisfactory 3	C-st-fst	Campus Dife		Deer			
Output	V Success Indicator	3 - Satisfactory 2 - Unsatisfactory Actual Accomplishments			1 - Poor Rating			
output	(Target + Measure)		Actual Accomplishments	01	F ²	T ³	A ⁴	Remarks
Support Function (Finan	nce and Administrative Services)			ų,				
	100% of timely recording of incoming and outgoing documents in the logbook	100% of timely re documents in the	cording of incoming and outgoing 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 Segragating the paid vouchers for COA File and Accounting File	Regularly paid voi Accounting File.	uchers were segragated for COA File and	4	4	4	4	
	100% Receiving and returning of all documents that are for approval to respective personnel are promptly done		nts that are for approval of division chief d promptly returned to the concerned	5	5	5	5	
	Assist in all printing, photocopying, risography, & scanning documents.	Assisted in all prin risography, & Sca	nting, photocopying, nning documents.	5	5	5	5	
		Facilitated inspect every delivery iter		4	4	4	4	
	All Inspection and Acceptance Report documents should be segragated and routed for signature of signatories		Acceptance Report documents are outed for signature of signatories	5	5	5	5	
	Services in logbok (Request for Janitorial, Work Request forrm, Pre-Repair Inpection Report, Permit to use school facilities and vehicles, assign control number and facilitate	Work Request For Permit to use Scho in the logbook ass	ing of General services (Janitorial, rm, Pre-Repair Inspection Report ool Facilities and vehicle) are recorded signed control number and facilitated designated PPF Head/Personnel	4	4	4	4	

A. Agency Organizational Outcome A. STEM Secondary Education on Scholarship Basis Program B. STEM Promotions Program C. General Administration and Support D. Leadership Role in Secondary STEM Education B. SUPPORT FUNCTIONS A. Management Services C. Other Support Functions C. Other Support Functions Total Average Rating Adjectival Rating Comments and Recommendations for Development Purposes AUG 01 2020 AUG		(3)433 C	
DTR must accomplish without error and submit within the prescribed time. DTR accomplished without error and submitted within the prescribed time. Wear proper dress code/uniform Wear proper dress code/uniform Wear proper dress code/uniform Dobserve proper arrival time to office according Always arrived early or on time before office hours DUTPUT RATING Average Rating Weight Ov A. Agency Organizational Outcome A. STEM Secondary Education on Scholarship Basis Program B. STEM Promotions Program C. General Administration and Support D. Leadership Role in Secondary STEM Education B. SUPPORT FUNCTIONS A. Management Services B. Finance and Administrative Services B. Finance and Administrative Services B. Finance and Administrative Services C. Other Support Functions Total Average Rating Adjectival Rating Comments and Recommendations for Development Purposes Discussed with: Date Assessed by: I certify that I discussed my assessment of the performance with fine employee AUG U 1 2020 CYNTHIAC. OCAÑA, D.M. Drank Speras			
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Admin. Atte (COS) SAO/FAD CHIEF Campus tb/ector Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average		1.5	