

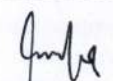
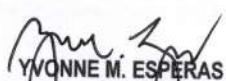
PHILIPPINE SCIENCE HIGH SCHOOL EASTERN VISAYAS CAMPUS
Pawing, Palo, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ISRAEL GILVANI D. MALACA**, *Science Research Assistant-I* of the CURRICULUM AND INSTRUCTION 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 **July-December 2023**.


ISRAEL GILVANI D. MALACA
Science Research Assistant-I

Date: July 31, 2023

Reviewed by: <div style="text-align: center;"> LESLIE C. CRUTO C/D Chief</div>	Approved by: <div style="text-align: center;"> YVONNE M. ESPERAS Campus Director</div>
Date: <u>8/30/2023</u>	Date: <u>8/30/23</u>

AGENCY ORGANIZATIONAL OUTCOME	PERFORMANCE INDICATORS		Targets	Actual Accomplishments	RATING SCALE				Remarks
					Q ¹	E ²	T ³	A ⁴	
1. STRATEGIC PRIORITIES (20%)									
A. General Administration and Support	ISO 9001:2015 compliance	Proper documentation and recording of ISO 9001:2015 requirements in accordance to the PSHSS QMS	100%	100%	5	5	5	5	
	Budget Utilization Rate	Assists in the preparation of Purchase Requests based on the approved PPMP submitted without error and done at least 15 days prior to scheduled procurment activity	1	2	5	5	4	4.667	
B. Leadership Role in Secondary STEM Education	Number of supervisory and coordination activities that will enhance academic and administrative operation	Monitors and coordinates approved requests on use of lab by external	1	3	5	5	4	4.667	
		Assists in conducting seminars, workshops and system-wide activities	1	2	5	5	5	5	
		Attend webinars and/or trainings that are work-related and for personal development	1	5	5	5	5	5	

5 5 4.66 4.667

2. CORE FUNCTION (65%)

A. Research, Chemistry, Biology, Physics, Lab Tech Laboratories and Equipment Room Operations	No. of laboratory requests for usage of laboratory facilities, equipment, supplies and materials	No. of filed laboratory requests screened, approved and facilitated for use of laboratory facility, equipment and supplies and materials	95% of submitted requests	238 out of 238 reservations requests were screened and approved	5	5	5	5	
	No. of laboratory request for reservation	No. of filed laboratory reservations screened, approved and facilitated	95% of submitted requests	80 out of 80 reservations requests were screened and approved	5	5	5	5	
	No. of laboratory reagent requests	No. of filed laboratory reagent requests screened, approved and facilitated	95% of submitted requests	39 out of 39 reservations requests were screened and approved	5	5	4	4.667	
	Customer Satisfaction Rating	Internal	4%	5%	5	5	5	5	
		External	4%	4.93%	5	5	5	5	
	Laboratory facilities and equipment readily available to teachers and students for conduct of studies and research at all times	Monitors	Daily monitoring of 2 lab facilities and 1 equipment room	Monitored daily of housekeeping of 2 lab facilities and 1 equipment room	5	5	4	4.667	
		a. Assists housekeeping of lab facility;							
		b. Preventive Maintenance of lab equipment	106	106/106 equipment performed scheduled preventive maintenance	5	5	5	5	
		c. Maintenance of lab facilities	3 Work Requests for Lab Facility Maintenance	8 out of 8 Work Request Were Submitted for Lab Facility Maintenance	5	5	5	5	
	Complete acquisition of requested laboratory materials/equipment at end of December 2023	Assists in the conduct of inspection and acceptance of procured laboratory equipment and supplies and materials	1	1	5	5	5	5	
	Updating of laboratory policies and control measures to prevent occurrence/recurrence of laboratory accidents/untoward incidents	Assists conducts annual review and updating of laboratory policy	1	1 (Laboratory Guidelines for Internal Lab Users)	5	5	5	5	
	Quarterly inventory of laboratory equipment, supplies, materials, chemicals, and hazardous wastes	a. Assists in monitoring and preparation of quarterly inventory of laboratory supplies, materials and chemicals and annual inventory of equipment	6	6	5	5	4	4.667	
		b. Assists in monitoring and preparation of annual inventory of equipment	1	1	5	5	5	5	
	Monitoring of laboratory works	Checks and monitors active laboratory works	30	42	5	5	4	4.667	
	Calibration of laboratory equipment	Assists monitoring of calibration of equipment from external provider	148	148	5	5	4	4.667	

5 5 4.64 4.93

3. SUPPORT TO OPERATION (15%)

A. Other Related Services	Recordkeeping of internal, external and outgoing documents	Assists proper filling of documents	100%	100%	5	5	5	5	
	Submission of accomplished individual DTR without error and submitted within the prescribed time	Submits accomplished individual DTR without error and submitted within the prescribed time	6	6	5	5	5	5	
	Submission of IPCR and other reports correctly and accurately and submitted within prescribed time.	Submits of IPCR and other reports correctly and accurately and submitted within prescribed time.	1	1	5	5	5	5	
	Submission of lab inventory to supply office	Submission of lab inventory to supply office	3	3	5	5	5	5	
	Inventory Committee for Office Equipment & Machineries, Vehicles, Buildings & other Equipment	Assists in the production of inventory stickers and conduction of physical inventory of common office supplies in the institution	100%	100%	5	5	5	5	
	Assigned to the Internal Auditors Team of Quality Management Committee	Audited the assigned offices/departments during the internal quality auditing	100%	100%	5	5	5	5	
	Assigned to the Search and Rescue Team of Disaster Risk Reduction and Management Team	Attended a lecture regarding disaster search and rescue conducted by the BFP RO VIII	100%	100%	5	5	5	5	

SUMMARY OF RATING

Output Percentage	Agency Organizational Outcome	Average			Ave	% Weight
		Q ¹	E ²	T ³		
10%	General Administrative and Support	5	5	4.15	4.183	0.50
10%	Leadership Role in Secondary STEM Education	5	5	4.66	4.128	0.50
65%	Core Functions	5	5	4.64	4.128	3.17
15%	Other Related Services	5	5	5	5	0.75
Final Numerical Performance Rating					4.92	4.189
Adjectival Rating					VERY SATISFACTORY	

Comments and Recommendations for Development Purpose:


Discussed with:	Discussed by:	Assessed by:	Date: 01-01-2024	Final Rating by:	Date:
		I certify that I discussed my assessment of the performance with the employee.			
ISRAEL GILVANI D. MALACA	LESLIE C. CRUTO				
SRA-I	CID Chief	LESLIE C. CRUTO			
Date: December 29, 2023	Date: 01-01-2024	CID Chief			
Legend:	1- Quality	2- Efficiency	3- Timeliness	4- Average	


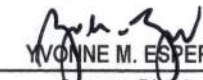
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PHILIPPINE SCIENCE HIGH SCHOOL EASTERN VISAYAS CAMPUS
Pawing, Palo, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ISRAEL GILVANI D. MALACA**, *Science Research Assistant-I* of the CURRICULUM AND INSTRUCTION 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 **January-June 2023**.


ISRAEL GILVANI D. MALACA
Science Research Assistant-I
Date: January 31, 2023

Reviewed by:	Approved by:
 ANARIZA M. GOZON CID Chief	 YVONNE M. ESPERAS Campus Director
Date: 01-09-2023	Date: 01-10-2023

AGENCY ORGANIZATIONAL OUTCOME	PERFORMANCE INDICATORS		Targets	Actual Accomplishments	RATING SCALE				Remarks
					Q ¹	E ²	T ³	A ⁴	
1. STRATEGIC PRIORITIES (20%)									
A. General Administration and Support	ISO 9001:2015 compliance	Proper documentation and recording of ISO 9001:2015 requirements in accordance to the PSHSS QMS	100%	100%	5	5	5	5	
	Budget Utilization Rate	Assists in the preparation of Purchase Requests based on the approved PPMP submitted without error and done at least 15 days prior to scheduled procurement	2	5	5	5	5	5	
B. Leadership Role in Secondary STEM Education	Number of supervisory and coordination activities that will enhance academic and administrative operation	Monitors and coordinates approves requests on use of lab by external	1	3	5	5	4	4.667	
		Assists in conducting seminars, workshops and system-wide activities	1	1	5	5	5	5	
		Attend webinars that are work-related and for personal development	2	6	5	5	5	5	

2. CORE FUNCTION (65%)

A. Research, Chemistry, Biology, Physics, Lab Tech Laboratories and Equipment Room Operations	No. of laboratory requests for usage of laboratory facilities, equipment, supplies and materials	No. of filed laboratory requests screened, approved and facilitated for use of laboratory facility, equipment and supplies and materials	95% of submitted requests	225 out of 225 reservations requests were screened and approved	5	5	4	4.667	
	No. of laboratory request for reservation	No. of filed laboratory reservations screened, approved and facilitated	95% of submitted requests	97 out of 97 reservations requests were screened and approved	5	5	5	5	
	No. of laboratory reagent requests	No. of filed laboratory reagent requests screened, approved and facilitated	95% of submitted requests	22 out of 22 reservations requests were screened and approved	5	5	4	4.667	
	Customer Satisfaction Rating	Internal	4%	5%	5	5	5	5	
		External	4%	4.87%	5	5	5	5	
	Laboratory facilities and equipment readily available to teachers and students for conduct of studies and research at all times	Monitors	Daily monitoring of 2 lab facilities	Monitored daily of housekeeping of 2 lab facilities	5	5	4	4.667	
		a. Assists housekeeping of lab facility;							
		b. Preventive Maintenance of lab equipment	102	102/102 equipment performed scheduled preventive maintenance	5	5	5	5	
		c. Maintenance of lab facilities	3 Work Requests for Lab Facility Maintenance	6 out of 6 Work Request Were Submitted for Lab Facility Maintenance	5	5	5	5	
	Updating of laboratory policies and control measures to prevent occurrence/recurrence of laboratory accidents/untoward incidents	Assists conducts annual review and updating of laboratory policy	1	1 (Laboratory Guidelines for External Researchers)	5	5	4 10	4.57 10	
	Quarterly inventory of laboratory supplies and materials and chemicals	Assists monitoring and preparation of quarterly inventory of laboratory supplies and materials and chemicals	4	4	5	5	4	4.667	
	Monitoring of laboratory works	Checks and monitors active laboratory works	30	69	5	5	4	4.667	
	Calibration of laboratory equipment	Assists monitoring of calibration of equipment from external provider	1	1	5	5	5	5	

3. SUPPORT TO OPERATION (15%)

A. Other Related Services	Recordkeeping of internal, external and outgoing documents	Assists proper filling of documents	100%	100%	5	5	5	5	
	Submission of accomplished individual DTR without error and submitted within the prescribed time	Submits accomplished individual DTR without error and submitted within the prescribed time	6	6	5	5	5	5	
	Submission of IPCR and other reports correctly and accurately and submitted within prescribed time.	Submits of IPCR and other reports correctly and accurately and submitted within prescribed time.	1	1	5	5	5	5	
	Inventory Committee for Office Equipment & Machineries, Vehicles, Buildings & other Equipment	Assists in the production of inventory stickers and conduction of physical inventory of office equipment in the institution	100%	100%	5	5	5	5	
	Assisting the ERT Committee during the 24th Commencement Exercises	Assisted the ERT committee during the 24th Commencement Exercises	100%	100%	5	5	5	5	

SUMMARY OF RATING

Output Percentage	Agency Organizational Outcome	Average			Ave	% Weight
		Q ¹	E ²	T ³		
10%	General Administrative and Support	5	5	5	5.00	0.50
10%	Leadership Role in Secondary STEM Education	5	5	5	5.00	0.50
65%	Core Functions	5	5	4.58	4.89	3.18
15%	Other Related Services	5	5	5	5.00	0.75



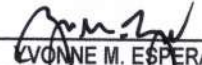
Final Numerical Performance Rating

4.81 4.89

Adjectival Rating

VERY SATISFACTORY

Comments and Recommendations for Development Purpose:

Discussed with:	Discussed by:	Assessed by:	Date: 6/27/23	Final Rating by:	Date:
		I certify that I discussed my assessment of the performance with the employee.			
ISRAEL GILVANI D. MALACA	ANARIZA M. GOZON				
SRA-I	CID Chief	ANARIZA M. GOZON			
Date: June 30, 2023	Date: 6/27/23	CID Chief			
				YVONNE M. ESPERAS	
				Campus Director	
Legend:	1- Quality	2 - Efficiency	3 - Timeliness	4 - Average	