



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF BILIRAN
BRGY. LARRAZABAL NAVAL, BILIRAN

ANNEX F

2023 INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

Name of Employee:	LERMAFLOR G. NAPOLES
Position:	Administrative Officer IV
Division:	Administrative Division-Personnel Section
Rating Period:	January to December 2023

Name of Rater:	NANETTE G. PLA
Position:	ADMINISTRATIVE OFFICER V
Date of Review:	Tuesday, January 2, 2024

TO BE FILLED IN DURING PLANNING							TO BE FILLED DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR		ACTUAL RESULTS	RATING				SCORE
				POINTS	(Quality, Efficiency, Timeliness)		Q	E	T	AVE.	
KRA 1. POLICIES and GUIDELINES <i>Weight: 10%</i>	1.1 Prepared memoranda on announcement of eTHOR and dissemination of guidelines and issuances from Central Office, CSC, DBM and other government oversight agencies relative to personnel matters.	10%	Daily	5	100% of administrative/personnel guidelines and issuances from CO, CSC, DBM and other government oversight agencies accurately prepared memoranda for dissemination within 3 working days upon receipt		5	5	5	5.000	0.500
				4	100% of administrative/personnel guidelines and issuances from CO, CSC, DBM and other government oversight agencies accurately prepared memoranda for dissemination within 4 working days upon receipt						
				3	100% of administrative/personnel guidelines and issuances from CO, CSC, DBM and other government oversight agencies accurately prepared memoranda for dissemination within 5 working days upon receipt						
				2	100% of administrative/personnel guidelines and issuances from CO, CSC, DBM and other government oversight agencies accurately prepared memoranda for dissemination within 6 working days upon receipt						

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				1	100% of administrative/personnel guidelines and issuances from CO, CSC, DBM and other government oversight agencies accurately prepared memoranda for dissemination within 7 working days upon receipt						
KRA 2. RECRUITMENT, SELECTION & PLACEMENT <i>Weight: 15%</i>	2.1 Processed documents for the recruitment, selection, and placement of vacancies in the Division of Biliran	15%	Everytime vacancy exists	5	100% of Appointments issued within 3 months after selection process is completed		5	5	5	5.000	0.750
				4	100% of Appointments issued within 4 months after selection process is completed						
				3	100% of Appointments issued within 5 months after selection process is completed						
				2	100% of Appointments issued within 6 months after selection process is completed						
				1	100% of Appointments issued beyond 6 months after selection process is completed						
	2.2 Attended/supervised the screening.deliberation process for the applicants of vacant positions	5%	As the need arises	5	100% of the screening/deliberation process for the applicants of vacants positions attended as scheduled		5	5	5	5.000	0.250
				4	100% of the screening/deliberation process for the applicants of vacants positions attended as scheduled						
				3	100% of the screening/deliberation process for the applicants of vacants positions attended as scheduled						
				2	100% of the screening/deliberation process for the applicants of vacants positions attended as scheduled						
				1	100% of the screening/deliberation process for the applicants of vacants positions attended as scheduled						
KRA 3. PERSONNEL ADMINISTRATION <i>Weight: 25%</i>	3.1 Reviewed the following documents acted by the Personnel Section staff and affixed initials for approval of higher authorities: 201 files Service Records Application for Leave (Form 6) Special Order	5%	Daily	5	100% of the documents accurately reviewed and affixed initials on all personnel actions for approval of higher authorities within 3 working days upon receipt.		4	4	4	4.000	0.200
				4	100% of the documents accurately reviewed and affixed initials on all personnel actions for approval of higher authorities within 4 working days upon receipt.						

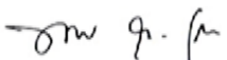


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	Report on Monthly Payroll Worksheet and Report of Service (Form 7)			3	100% of the documents accurately reviewed and affixed initials on all personnel actions for approval of higher authorities within 5 working days upon receipt.						
	Application for Retirement/Survivorship/Separation benefits			2	100% of the documents accurately reviewed and affixed initials on all personnel actions for approval of higher authorities within 6 working days upon receipt.						
	Application for Transfer of Station Application for realignment/conversion of items Application for Permit to Teach										
	Application for Permit to Study			1	100% of the documents accurately reviewed and affixed initials on all personnel actions for approval of higher authorities within 7 working days upon receipt.						
	Application for Permit to Travel Abroad on official business										
	Application for Permit to Travel Abroad on personal purpose										
	Request for Reclassification of Master Teacher items										
	Request for Reclassification of School Head Position items										
	Request for Reclassification of Teacher I-III items										
	Application for Authority to Travel (Travel Order-Local)										
	Application for Study Leave										
	Certificate of Appearance										
	PhilHealth Form										
	Provident Fund Loan										
	Certificate of Employment										
	Notice of Salary Adjustment (NOSA).										
	Certificate of Compensatory OvertimeCredit (COC)										
	Notice of Step Increment (NOSI)										
	Loyalty Benefit										
	Monetization of Leave Credits										

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				POINTS	(Quality, Efficiency, Timeliness)		Q	E	T	AVE.	
	BIR Updating Employee's DTR submitted to COA Employees' SALN submitted to the Ombudsman on or before August 31, 2021 Report on Appointment Issued Report on Accession and Separation Summary of Employees Going Out of office with Pass Slips Summary of Employees Without Pass Slip Consolidation of Customer Satisfaction Survey Responses Contract of Service (CoS) employees Claim for Terminal Leave Pay	5%	Daily								
	3.2 Prepared indorsement, letter, advisory, and other appropriate action on various communications received			5	100% of various communications received accurately acted upon through the preparation of indorsement, letter, advisory and other appropriate action within 3 working days upon receipt		4	4	4	4.000	0.200
				4	100% of various communications received accurately acted upon through the preparation of indorsement, letter, advisory and other appropriate action within 4 working days upon receipt						
				3	100% of various communications received accurately acted upon through the preparation of indorsement, letter, advisory and other appropriate action within 5 working days upon receipt						
				2	100% of various communications received accurately acted upon through the preparation of indorsement, letter, advisory and other appropriate action within 6 working days upon receipt						
				1	100% of various communications received accurately acted upon through the preparation of indorsement, letter, advisory and other appropriate action within 7 working days upon receipt						
	3.3. Prepared and uploaded Agency Remittance Advice (ARA)	1%	As the need arises	5	100% of ARA prepared and uploaded within 1 month from the date of employment, transfer/separation from the service, salary increase, change of personal information.		4	4	4	4.000	0.040
				4	100% of ARA prepared and uploaded within 2 months from the date of employment, transfer/separation from the service, salary increase, change of personal information.						
				3	100% of ARA prepared and uploaded within 3 months from the date of employment, transfer/separation from the service, salary increase, change of personal information.						

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				POINTS	(Quality, Efficiency, Timeliness)		Q	E	T	AVE.	
				2	100% of ARA prepared and uploaded within 4 months from the date of employment, transfer/separation from the service, salary increase, change of personal information.						
				1	100% of ARA prepared and uploaded within 4 months from the date of employment, transfer/separation from the service, salary increase, change of personal information.						
	3.4 Confirmed GSIS loans	1%	As requested	5	100% of GSIS loan confirmed within 1 day upon receipt of request		5	5	5	5.000	0.050
				4	100% of GSIS loan confirmed within 2 days upon receipt of request						
				3	100% of GSIS loan confirmed within 3 days upon receipt of request						
				2	100% of GSIS loan confirmed within 4 days upon receipt of request						
				1	100% of GSIS loan confirmed within 5 days upon receipt of request						
KRA 4. SALARY AND BENEFITS ADMINISTRATION (20%)	4.1 Monitored release of salary and other benefits of SDO employees	10%	Monthly	5	100% of salary and other benefits of SDO paid employees monitored release on or before 15th and 30th of the month		5	5	5	5.000	0.500
				4	100% of salary and other benefits of SDO paid employees monitored released One (1) day beyond schedule						
					100% of salary and other benefits of SDO paid employees monitored released Two (2) days beyond schedule						
				2	100% of salary and other benefits of SDO paid employees monitored released Three (3) days beyond schedule						
				1	100% of salary and other benefits of SDO paid employees monitored released Four (4)days beyond schedule						
	4.2 Ensured release of remittance list for GSIS, Philhealth, Pag-ibig, BIR, and PLIs to the Finance Division	5%		5	100% of remittance list for GSIS, Philhealth, Pag-ibig and BIR released to the Finance Section on or before the 10th of the following month		5	5	5	5.000	0.250
				4	100% of remittance list for GSIS, Philhealth, Pag-ibig and BIR released to the Finance Section on or before the 11th-15th of the following month						
				3	100% of remittance list for GSIS, Philhealth, Pag-ibig and BIR released to the Finance Section on or before the 16th-20th of the following month						

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				POINTS	(Quality, Efficiency, Timeliness)		Q	E	T	AVE.	
				2	100% of remittance list for GSIS, Philhealth, Pag-ibig and BIR released to the Finance Section on or before the 21st-25th of the following month						
				1	100% of remittance list for GSIS, Philhealth, Pag-ibig and BIR released to the Finance Section on or before the 26th-30th of the following month						
KRA 5. PERFORMANCE MANAGEMENT <i>Weight: 15%</i>	5.1 Managed personnel work assignment and ensured equitable work distribution towards accomplishments of goals and reviewed/rated performance ratings of personnel staff.	6%	January to December 2022 (4 Phases of Performance Cycle)	5	100% of Personnel Section staff's targets reviewed and aligned to the achievement of Personnel Section's goals and objectives.		5	5	5	5.000	0.300
				4	95-99% of Personnel Section staff's targets reviewed and aligned to the achievement of Personnel Section's goals and objectives.						
				3	90-94% of Personnel Section staff's targets reviewed and aligned to the achievement of Personnel Section's goals and objectives.						
				2	85-89% of Personnel Section staff's targets reviewed and aligned to the achievement of Personnel Section's goals and objectives.						
				1	Below 85% of Personnel Section staff's targets reviewed and aligned to the achievement of Personnel Section's goals and objectives.						
	5.2 Prepared and implemented the Annual Implementation Plan/ Work and Financial Plan (WFP) for the Personnel Section and submitted the accomplishment report.	2%	Within the prescribed period	5	100% of Annual Implementation Plan/Work and Financial Plan for the Personnel Section prepared and implemented within schedule.		5	5	5	5.000	0.100
				4	95-99% of Annual Implementation Plan/Work and Financial Plan for the Personnel Section prepared and implemented 1 month after the schedule.						
				3	90-94% of Annual Implementation Plan/Work and Financial Plan for the Personnel Section prepared and implemented 2 months after schedule.						
				2	85-89% of Annual Implementation Plan/Work and Financial Plan for the Personnel Section prepared and implemented 3 months after schedule.						
				1	80-84% of Annual Implementation Plan/Work and Financial Plan for the Personnel Section prepared and implemented 4 months and beyond schedule.						
KRA 6. UNIT PERFORMANCE <i>Weight: 10%</i>	6.1 Assist and Raised the PRIME-HRM Maturity from Level 1 to Level 2	15%	Quarterly or as the need arises	5	Enhanced the PRIME-HRM Maturity Level 2 indicators particularly on Recruitment, Selection and Placement		5	5	5	5.000	0.750
				1	PRIME-HRM Maturity Level 2 accreditation particularly on Recruitment, Selection and Placement						

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				POINTS	(Quality, Efficiency, Timeliness)		Q	E	T	AVE.	
	6.1 Conducted staff meeting to ensure flow of information and communication critical to the efficiency and effectiveness of operation.	5%	Quarterly or as the need arises	5	Conducted atleast 1 meeting every quarter with staff.		4	4	4	4.000	0.200
				4	Conducted atleast 1 meeting every 4 months with staff.						
				3	Conducted atleast 1 meeting every 5 months with staff.						
				2	Conducted atleast 1 meeting every 6 months with staff.						
				1	Conducted only 1 meeting within the year with staff.						
	6.2 Provided technical assistance to staff and SDO counterparts relative to personnel matters.	5%	As needed/As requested	5	Provided technical assistance to staff and SDO counterparts relative to personnel matters within 1 working day as the need arises or as requested.		4	4	4	4.000	0.200
				4	Provided technical assistance to staff and SDO counterparts relative to personnel matters within 2 working days as the need arises or as requested.						
				3	Provided technical assistance to staff and SDO counterparts relative to personnel matters within 3 working days as the need arises or as requested.						
				2	Provided technical assistance to staff and SDO counterparts relative to personnel matters within 4 working days as the need arises or as requested.						
				1	Provided technical assistance to staff and SDO counterparts relative to personnel matters within 5 working days as the need arises or as requested.						
KRA 7. OTHER RELATED TASKS <i>Weight 5%</i>	7.1 Attended to walk in clients and answered queries online or telephone/cellphone call/text.	3%	Daily	5	100% of the walk in clients attended to and answered queries online or telephone/cellphone call/text within 30 minutes upon receipt.		5	5	5	5.000	0.150
				4	100% of the walk in clients attended to and answered queries online or telephone/cellphone call/text within 1 hour upon receipt.						
				3	100% of the walk in clients attended to and answered queries online or telephone/cellphone call/text within 2 hours upon receipt.						
				2	100% of the walk in clients attended to and answered queries online or telephone/cellphone call/text within 3 hours upon receipt.						
				1	100% of the walk in clients attended to and answered queries online or telephone/cellphone call/text within 4 hours and beyond upon receipt.						
	7.2 Attended training/seminar/meetings and other required activities.	3%	As required	5	100% of required trainings, seminars, meetings and other activities wilfully attended as required.		5	5	5	5.000	0.150

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				POINTS	(Quality, Efficiency, Timeliness)		Q	E	T	AVE.	
				4	95-99% of required trainings, seminars, meetings and other activities wilfully attended as required.						
				3	90-94% of required trainings, seminars, meetings and other activities wilfully attended as required.						
				2	85-89% of required trainings, seminars, meetings and other activities wilfully attended as required.						
				1	Below 85% of required trainings, seminars, meetings and other activities wilfully attended as required.						
	7.4 Wore office uniform and Identification Card during office hours.	2%	Monday to Thursday for Office Uniform/ Daily for Identification Card	5	Wore 100% office uniform before lockdown and identification card daily.		4	4	4	4.000	0.080
				4	Wore 100% office uniform before lockdown and identification card 3 times a week.						
				3	Wore 100% office uniform before lockdown and identification card 2 times a week.						
				2	Wore 100% office uniform before lockdwon and identification card once a week.						
				1	Did not wear office uniform before lockdown and identification card.						
	7.5 Maintained an orderly and clean stockroom/filing area and area of assignment.	2%	Daily	5	100% maintained and organize and clean stockroom/filing area and area of assignment.		4	4	4	4.000	0.080
				4	95-99% organized and maintained orderliness/cleanliness of the stockroom and area of assignment.						
				3	90-94% organized and maintained orderliness/cleanliness of the stockroom and area of assignment.						
				2	85-89% organized and maintained orderliness/cleanliness of the stockroom and area of assignment.						
				1	Below 85% organized and maintained orderliness/cleanliness of the stockroom and area of assignment.						
	Total:	100%					OVERALL RATING FOR ACCOMPLISHMENTS:				4.750
<div><div> NANETTE G. PLA Rater</div><div> LERMARIO G. NAPOLES Ratee</div><div> MARGARITO A. CADAYONA JR. Approving Authority</div></div>											

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Noted: Satisfied Customers based on Customers Satisfaction Survey responses

- 5 100% of customers satisfied
- 4 90-99% customers satisfied
- 3 80-89% customers satisfied
- 2 70-79% customers satisfied
- 1 60% and below customers satisfied