



Republic of the Philippines
Department of Education
Region No. VIII (Eastern Visayas)
Division of Leyte
Jaro III District
Canhandugan Elementary School

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM
Administrative Support Staff

Name of Employee: REGIEN M. GAMBA Position: ADMINISTRATIVE SUPPORT STAFF School/Center/Service/Division: CANHANDUGAN ELEMENRRARY SCHOOL Rating Period: APRIL-NOVEMBER 2024						Name of Rater: ROMEO P. GARRIDO Position: Principal I Date of Review: November 2024					
TO BE FILLED DURING PLANNING						TO BE FILLED DURING EVALUATIONS					
MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT PER KRA	WEIGHT PER OBJECTIVE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS			RATING	SCORE
							Q	E	T		
	1. Clerical Functions	1. Assist the School Head in the submission of school reports.	Monthly	85%	15%	fast & efficient processing	5	5	5	5	0.75
		2. Perform other administrative and technical assistance as maybe determined by the School head.	Monthly		15%	fast & efficient processing	5	5	4	4.66667	0.7
		3. Release the requested	Monthly		15%	fast & efficient	5	5	4	4.66667	0.7



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 888-3527
Email Address: leyte.ro8@deped.gov.ph
Website: <https://depedleytedivision.com>



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RODOLFO B. CARPIDO
School Head

To get the score, the rating is multiplied by the weight assigned									
MFOS	KRAS	FUNCTIONS	3. Plus Factor	Monthly	100%	100%	Overall Rating for Accomplishments: OUTSTANDING	4.64	0.2
OBJECTIVES	TIMELINE	WEIGHT PER KRA	WEIGHT PER OBJECTIVE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS	RATING	SCORE	0.47	0.7
form 137 and other documents such as homeroom, ECCD, and live birth.	Monthly	15%	15%	accurate and accessible filing	5	5	4	4.6667	0.7
4. Assist in the preparation of School form 2 and school 4	Monthly	15%	15%	Sort and filed orderly	4	5	4	4.3333	0.65
5. Records all the incoming and outgoing documents.	Monthly	10%	10%	Fast and accurate output	5	4	5	4.6667	0.47
6. Photocopy various documents and does other paper woks.	Monthly	10%	10%	Effective dissemination	5	5	4	4.6667	0.47
Delivers School Memorandum and communication letters throughout the campus to convey to all teachers and subject coordinators.	Monthly	15%	5%	Renderers overtime when needed & required	5	5	4	4.6667	0.2
Serviceability at all times.	Monthly	15%	5%	Effective dissemination	5	5	4	4.6667	0.2



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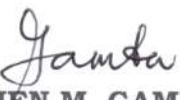
CANHANDUGAN ELEMENTARY SCHOOL
SUMMARY OF IPCRF
CY 2024

MFO	KRA	OBJECTIVE S	WEIGHT PER KRA	ACTUAL RESULT			RATING	SCORE
				Q	E	T		
1	Clerical Functions	1	15%	5	5	5	5	0.75
		2	15%	5	5	4	4.66667	0.7
		3	15%	5	5	4	4.66667	0.7
		4	15%	5	5	4	4.66667	0.7
		5	15%	4	5	4	4.33333	0.65
		6	10%	5	4	5	4.66667	0.47
2	Messengeri al Funchtions	1	10%	5	5	4	4.66667	0.47
3	Plus Factor	1	5%	5	5	4	4.66667	0.2
OVERALL RATING FOR ACCOMPLISHMENTS								4.64
ADJECTIVAL RATING								S

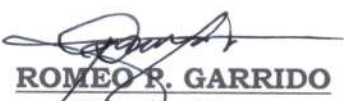
Key to Description Rating

4.500-5.000	OUTSTANDING
3.500-4.499	VERY SATISFACTORY
2.500-3.499	SATISFACTORY
1.500-2.499	POOR

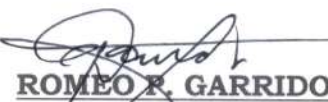
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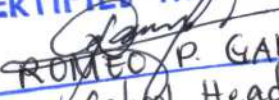

REGIEN M. GAMBA
Administrative Support Staff

Rater:


ROMEO P. GARRIDO
Principal I

Approved:


ROMEO P. GARRIDO
Principal I

CERTIFIED TRUE COPY:

ROMEO P. GARRIDO
School Head