



Republic of the Philippines  
Department of Education  
Regional Office No. VIII (Eastern Visayas)  
**Ormoc City Division**  
Ormoc City



## S.Y. 2023-2024 INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

Name of Employee	<u>MAR ISRAEL C. RODRIGUEZ</u>	Name of Rater	<u>MELVYN A. BALDOMAR</u>
Position	<u>ADMINISTRATIVE OFFICER II</u>	Position	<u>PRINCIPAL IV</u>
Division	<u>ORMOC CITY</u>	Date of Review	<u></u>
Rating Period	<u>August 2023 - July 2024</u>		

KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	ACTUAL RESULT	TO BE FILLED DURING EVALUATION				
						RATING				Score
						Q	E	T	AVE.	
A. PERSONNEL ADMINISTRATION (30%)	Provide Human Resource Management support to the school head and coordinate with Division HRMO with Recruitment and Selection of applicants, promotion, transfer and processing of ERF for qualified teachers or personnel and facilitate submission to the SDO	4%	Year Round	Provide 100% human resource management support to School Head and Administrative Officer IV (HRMO) for completeness of required and attached documents		5.00	5.00	5.00	5.00	0.20
	Check and validate completeness, veracity and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment	4%	Year Round	100% Check and validate completeness, veracity and authenticity of documents to be submitted to the HRMO		5.00	5.00	4.00	4.67	0.19
	Monitor and record attendance and absences of school personnel, consolidate Daily Time Record (DTR) of the school assigned, and prepare monthly report of Service (Form 7) for submission to the HR Office	5%	Monthly	100% Monitor and record attendance and absences of school personnel, consolidate Daily Time Record (DTR)		5.00	5.00	4.00	4.67	0.23






Prepare and endorse to the SDO claims for service credits for personnel in the assigned school	3%	Year Round	100% Prepare and endorse to the SDO claims for service credits for personnel in the assigned school		5.00	5.00	5.00	5.00	0.15
Monitor and Prepare Notice for Step Increment and adjustments of school personnel and submit to HRMO for checking and verification	5%	Year Round	100% Monitor and Prepare Notice for Step Increment and adjustments of school personnel and submit		5.00	5.00	4.00	4.67	0.23
Assist in the processing and facilitate submission of leave applications, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests of the school head and its personnel for indorsement to the SDO	5%	Year Round	Assist 100% in the processing and facilitate submission of leave applications, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests of the school head and its personnel		5.00	5.00	4.00	4.67	0.23
Assist the school head in preparing of HR-related reports and submits the same to the HRMO	2%	Year Round	Assist 100% the school head in preparing of HR-related reports and submits the same to the HRMO		5.00	5.00	4.00	4.67	0.09
Acts/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated	2%	Year Round	Acts/assist 100% the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA)		5.00	5.00	5.00	5.00	0.10



<b>B. PROPERTY CUSTODIANSHIP (30%)</b>	Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the School Head	10%	Monthly	Facilitate 100% procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP		5.00	5.00	5.00	5.00	0.50
	Ensure proper storage and maintain updated inventory of all supplies, materials, equipment, textbooks and other learning resource materials in the school, conduct semi-annual inventory on all school properties	10%	Year Round	Ensure 100% proper storage and maintain updated inventory of all supplies, materials, equipment, textbooks and other learning resource materials in the school, conduct semi-annual inventory on all school properties		5.00	5.00	5.00	5.00	0.50
	Issue supplies, materials, equipment, textbooks and other learning resource materials to requesting teaching and non-teaching personnel in the school	5%	Monthly	100% Issue supplies, materials, equipment, textbooks and other learning resource materials		5.00	5.00	5.00	5.00	0.25
	Prepare and submit reports on all property accountability of the school	5%	Monthly	Prepare 100% and submit reports on all property accountability of the school		5.00	5.00	4.00	4.67	0.23
<b>C. GENERAL ADMINISTRATIVE SUPPORT (10%)</b>	Assist the school head in the preparation of the School Form 7( SF 7)/loading of teachers	2%	Annually	Assist 100% the school head in the preparation of the School Form 7( SF 7)/loading of teachers		5.00	5.00	4.00	4.67	0.09
	Assist the planning team in the preparation of the SIP/AIP	3%	Annually	Assist 100% the planning team in the preparation of the SIP/AIP		5.00	5.00	4.00	4.67	0.14
	Provide general administrative support to the school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.	5%	Year Round	Provide 100% general administrative support to the school head and teachers		5.00	5.00	4.00	4.67	0.23



<b>D. FINANCIAL MANAGEMENT (20%)</b>	Assist the school head in the preparation of finance reports, cash disbursement register, authority to debit/credit account, and liquidation reports including its supporting documents	10%	Monthly	Assist 100% the school head in the preparation of finance reports, cash disbursement register, authority to debit/credit account, and liquidation reports		5.00	5.00	5.00	5.00	0.50
	Facilitate submission of all financial documents to the SDO and/or bank, if necessary	5%	Monthly	Facilitate 100% submission of all financial documents to the SDO and/or bank		5.00	5.00	5.00	5.00	0.25
	Provide assistance to other financial-related task of the school head	5%	Year Round	Provide 100% assistance to other financial-related task of the school head		5.00	5.00	5.00	5.00	0.25
<b>E. RECORDS MANAGEMENT (5%)</b>	Maintain the 201 files and database of personal information in the school assigned, maintaining confidentiality of personal information of school personnel which he/she has legal access	2%	Annually	Maintain 100% the 201 files and database of personal information in the school assigned, maintaining confidentiality of personal information		5.00	5.00	5.00	5.00	0.10
	Establish and maintain a structure of clean and orderly records area that will ensure safety and security of records but easy access and retrieval as needed	1%	Year Round	100% Establish and maintain a structure of clean and orderly records area that will ensure safety and security of records		5.00	5.00	5.00	5.00	0.05
	Consolidate Annual School Level Records Inventory	2%	Annually	100% Consolidate Annual School Level Records Inventory		5.00	5.00	4.00	4.67	0.09
<b>F. OTHER TASK (5%)</b>	Comply Other Related Tasks (SBFP Coordinator, Testing Coordinator, Library Designate, Registrar and Officer-In-Charge)	5%		100% Comply Other Related Tasks (SBFP Coordinator, Testing Coordinator, Library Designate, Registrar, Partnership Focal Person and Officer-In-Charge)		5.00	5.00	4.00	4.67	0.23

<b>Total:</b>		<b>100%</b>			<b>OVERALL RATING FOR ACCOMPLISHMENTS:</b>		<b>4.86</b>
 <b>MAR ISRAEL C. RODRIGUEZ</b> RATER			 <b>MELVYN A. BALDOMAR</b> RATER		 <b>MARIA CLAUDINA MANAWATAO, AO V</b> APPROVING AUTHORITY		