

MEX 'EM UP PHILS., INC.
BRGY. 83, PARAISO, SANJOSE, TACLOBAN CITY
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)



Date: October 1, 2022

FUNCTIONAL GROUP/DEPARTMENT/DIVISION:

I, 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 to September 2022.

Job Summary: Responsible in performing administrative and technical tasks e.g., maintaining records, accounting, ordering stock and office supplies, creating payroll and updating inventories, scheduling appointments, responds to queries and performs other related functions.

TRISHA G. BORRERO

Signature over Printed Name of Ratee

Reviewed By:

JANINE G. DE LA CRUZ
Immediate Supervisor/Rater

Approved by:

REAFE A. ARAYAN
Sr. Dept./Department Manager

MAJOR FINAL OUTPUT (Key Result Area)	RELATIVE WEIGHT	Performance Target	Actual Accomplishment	RATINGS	PERFORMANCE RATING (5-point Rating Scale *)			
					Quality	Efficiency	Timeliness	Average
Strategic Function**								
Information Management	25%	Provide customers and employees with accurate information about the organization and other assets from July to September 2022.	* Offered information guides to the team.	5%	5	4	5	4.42
			* Arranged meetings to discuss the regulations of the organization.	5%	5	5	4	
			* Ensured both customers and staff know what to expect in their dealings with the company.	5%	5	4	4	
			* Enhanced the work environment and facilitate the completion of projects.	5%	4	4	4	
Delegation Management	25%	Ensures that the business meets deadlines and other specifications from July to September 2022.	* Prepared a draft of the roles and responsibilities by creating columns of roles, responsibilities and other tasks.	9%	5	5	4	4.57
			* Created a detailed list of all the projects and tasks that needs completing.	9%	4	5	4	
			* Assigned different roles to people in the organization, depending on their responsibilities and skills.	5%	5	5	5	
Core Functions***								
Administrative/Clerical Support	15%	Resolved Administrative Problems	* Coordinated preparation of reports.	2%	4	4	4	4.33
			* Analyzed available data & identified solutions.	2%	4	4	4	
			* Demonstrated Resourcefulness.	5%	5	5	5	
			Maintained Data Bases & Filing System.	6%	4	5	4	
	25%	Maintain or Manage Inventory from July to September 2022.	* Maintained supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.	5%	5	4	4	4.57
			* Tracked all product information.	2%	5	5	5	
			* Audit Inventory	2%	5	5	5	
			* Analyzed Supplier's Performance	2%	4	4	4	
			* Created Supplier's List	2%	5	5	5	
			* Practiced First In First Out Method	4%	5	5	5	
			* Consistent in receiving Stocks	3%	5	5	5	
			* Tracked Sales	2%	4	4	4	
			* Reordered/restocked Supplies	4%	5	5	4	
	5%	Maintains professional and technical knowledge by attending workshops and in-service trainings from July to September 2022	* Attended workshops and in-service trainings.	4%	4	4	4	4
	5%	Perform Other Administrative Duties	* Contributed to team effort by accomplishing related results as needed.	4%	4	4	5	4.5
			* Maintained workflow by studying methods; implementing cost reductions; and developing reporting procedures & etc.	4%	4	5	5	
TOTAL	100%		Total Rating	96%	Total Average			4.43

Comments and Recommendation for Development Purposes:

Discussed with:

Reviewed by:

I certify that I discussed my assessment of the performance with the employee.

Approved by:

Final Rating: 96%

Adjectival Rating: Very Satisfactory

TRISHA G. BORRERO
Admin Ass./Ratee

JANINE G. DE LA CRUZ
Immediate Supervisor/Rater

REAFE A. ARAYAN
Sr. Dept./Department Manager

Date: October 1, 2022

Date: October 1, 2022

Date: October 1, 2022

* Rating Scale: 5 - Outstanding (O); 4 - Very Satisfactory (VS); 3 - Satisfactory (S); 2 - Unsatisfactory (US); 1 - Poor (P)

** Strategic Function refers to output given to an individual/group that are linked to the priority deliverables of the Corporation.

*** Core Function refers to output of an individual in the performance of its duties and responsibilities with reference to its statement of functions/job description.

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)



Date: July 1, 2022

FUNCTIONAL GROUP/DEPARTMENT/DIVISION:

I, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period April to June 2022.

Job Summary: Responsible in performing administrative and technical tasks e.g., maintaining records, accounting, ordering stock and office supplies, creating payroll and updating inventories, scheduling appointments, responds to queries and performs other related functions.

TRISHA G. BORRERO

(Signature over Printed Name of Ratee)

Reviewed By:

JANINE DELA CRUZ

Immediate Supervisor/Rater

Approved by:

REA FEA ABAYAN

Sr. Dept. /Department Manager

MAJOR FINAL OUTPUT (Key Result Area)	RELATIVE WEIGHT	Performance Target	Actual Accomplishment	RATINGS	PERFORMANCE RATING (5-point Rating Scale *)			
					Quality	Efficiency	Timeliness	Average
Strategic Function**								
Performance Management	50%	Host weekly or monthly performance reviews to increase employee satisfaction and promote their hard work from April to June 2022.	*Helped the organisation monitor the performance of each team and how they approach certain projects.	18%	5	5	4	4.67
			* Provided feedback to team members and offered advice about how they might achieve targets.	18%	4	5	4	
			* Ensured that employees understand their importance and dedication to working for the organisation.	8%	5	5	5	
Core Functions***								
Administrative/ Clerical Support	25%	Maintain or Manage Inventory from April to June 2022.	*Tracked all product information.	3%	4	4	4	4.24
			*Audit Inventory	3%	4	4	4	
			*Analyzed Supplier's Performance	3%	4	4	4	
			*Created Supplier's List	2%	5	5	4	
			*Practiced First In First Out Method	4%	5	5	5	
			*Consistent in receiving Stocks	3%	4	4	4	
			*Tracked Sales	2%	4	4	4	
			*Reordered/restocked Supplies	4%	5	5	4	
	20%	Enhanced office working condition by posting transparency board, decoration, logbook, information board and transaction checklist to assist employees & employer in their activities or transactions from April to June 2022.	* Posted 1 Transparency Board	5%	5	5	5	5
			*Decoration	5%	5	5	5	
			*Prepared Logbooks	5%	5	5	5	
			*Created Information Board for organization's activities & transactions list	7%	5	5	5	
	5%	Perform Other Administrative Duties	*Contributed to team effort by accomplishing related results as needed.	3%	4	4	4	4
			*Maintained workflow by studying methods; implementing cost reductions; and developing reporting procedures & etc.	3%	4	4	4	
TOTAL	100%		Total Rating	96%		Total Average		4.48

Comments and Recommendation for Development Purposes

Discussed with:

Reviewed by: I certify that I discussed my assessment of the performance with the employee.

Approved by:

Final Rating: 96%
 Adjectival Rating: Very Satisfactory

TRISHA G. BORRERO
 Admin Asst./Ratee

JANINE G. DELA CRUZ
 Immediate Supervisor/Rater

REA FEA ABAYAN
 Sr. Dept. /Department Manager

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