



Republic of the Philippines
Department of Education (DepEd)
Region VIII (Eastern Visayas)



BAYBAY CITY DIVISION
Diversion Road, Gaas, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
CY 2023

Name of Ratee: **JULIUS CESAR L. DE LA CERNA**

Position: **Administrative Officer IV**

Name of Rater: **JOSEPHUS ANTHONY T. DUENA**

Position: **Administrative Officer V**

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				RATING	SCORE
				Q	E	T	AVE		
KRA 1. Recruitment, Selection & Placement of Personnel				0%					
1.1	Vacant positions published	Year-Round	1%	5	5	4	4.667	4.667	0.047
1.2	Applicant initial evaluation and selection line up conducted	Year-Round	1%	5	5	4	4.667	4.667	0.047
1.3	List of qualified candidates/applicants for interview finalized	Year-Round	1%	5	5	5	5.000	5.000	0.050
1.4	Interviews and board meetings facilitated and conducted	Year-Round	1%	5	5	5	5.000	5.000	0.050
1.5	RQA/CAR posted and filed	Year-Round	1%	5	5	5	5.000	5.000	0.050
1.6	List of newly appointed	Year-Round	1%	5	5	5	5.000	5.000	0.050
1.7	RQA/CAR posted and filed	Year-Round	1%	5	5	5	5.000	5.000	0.050
			Subtotal						0.343
KRA 2. Personnel Administration				0%					
2.1	Appointment papers processed	Year-Round	5%	5	5	5	5.000	5.000	0.250
2.2	ERF processed	Year-Round	2%	5	5	5	5.000	5.000	0.100
2.3	Plantilla Allocation List processed	Year-Round	2%	5	5	5	5.000	5.000	0.100
2.4	Special Orders processed	Year-Round	4%	5	5	5	5.000	5.000	0.200
2.5	Retirement papers processed	Year-Round	2%	5	5	4	4.667	4.667	0.093
2.6	Substitute teacher deployed	Year-Round	4%	5	5	5	5.000	5.000	0.200
2.7	Orientation for newly hired on personnel, salary and benefits related matter conducted	Year-Round	1%	5	5	5	5.000	5.000	0.050
2.8	Personnel policies recommended	Year-Round	1%	5	5	5	5.000	5.000	0.050
			Subtotal						1.043
KRA 3. Salary Administration and Personnel Records				0%					
3.1	201 files	Year-Round	2%	5	4	4	4.333	4.333	0.087

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				RATING	SCORE
				Q	E	T	AVE		
3.2	Inclusion in the payroll of new employees	Year-Round	2%	5	5	5	5.000	5.000	0.100
3.3	Notice of step increment	Year-Round	2%	5	5	4	4.667	4.667	0.093
3.4	Salary adjustment due to step increment	Year-Round	2%	5	5	5	5.000	5.000	0.100
3.5	Notice of salary adjustment (NOSA) of promoted employees	Year-Round	2%	5	5	5	5.000	5.000	0.100
3.6	Salary adjustment due to promotion	Year-Round	2%	5	5	5	5.000	5.000	0.100
3.7	Service Record	Year-Round	2%	5	5	5	5.000	5.000	0.100
3.8	Special Order	Year-Round	2%	5	5	5	5.000	5.000	0.100
3.9	Form 7	Year-Round	2%	5	5	4	4.667	4.667	0.093
3.10	Personnel data	Year-Round	2%	5	5	4	4.667	4.667	0.093
			Subtotal						0.967
KRA 4. Benefits Administration			0%						
4.1	Service credits of employees for accrual of leaves computed	Year-Round	4%	5	5	4	4.667	4.667	0.187
4.2	Proportional Vacation Pay (PVP) computed and payroll of employees processed	Year-Round	2%	5	5	4	4.667	4.667	0.093
4.3	Retirement/separation papers for benefit payment processed	Year-Round	2%	5	5	4	4.667	4.667	0.093
4.4	Monetization of Leave Credits processed	Year-Round	1%	5	5	5	5.000	5.000	0.050
4.5	Application on leave processed	Year-Round	5%	5	5	4	4.667	4.667	0.233
4.6	Compensatory Overtime Credit (COC) processed	Year-Round	1%	5	5	5	5.000	5.000	0.050
4.7	Compensatory Time Off (CTO) processed	Year-Round	1%	5	5	5	5.000	5.000	0.050
4.8	Application for loans acted	Year-Round	1%	5	5	5	5.000	5.000	0.050
			Subtotal						0.807
KRA 5. Personnel Information System									
5.1	PSIPOP updated	Year-Round	2%	5	5	5	5.000	5.000	0.100
5.2	Human Resource Information System (HRIS) updated	Year-Round	2%	5	4	4	4.333	4.333	0.087
5.3	Human resource report submitted	Year-Round	1%	5	5	5	5.000	5.000	0.050
			Subtotal						0.237
KRA 6. Payroll Services									
6.1	Form 7 received	Year-Round	2%	5	5	4	4.667	4.667	0.093
6.2	Payroll generated	Year-Round	4%	5	5	5	5.000	5.000	0.200
6.3	Payroll remittance advice printed	Year-Round	4%	5	5	5	5.000	5.000	0.200
6.4	Payslip printed	Year-Round	4%	5	5	5	5.000	5.000	0.200

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				RATING	SCORE
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6.5	Remittance report forwarded to accounting office	Year-Round	4%	5	5	5	5.000	5.000	0.200
6.6	Remittances locked	Year-Round	4%	5	5	4	4.667	4.667	0.187
			Subtotal						1.080
KRA 7. TECHNICAL ASSISTANCE									
7.1	Welfare of teachers talked	Year-Round	1%	5	5	4	4.667	4.667	0.047
7.2	Concerns of teachers noted	Year-Round	1%	5	5	4	4.667	4.667	0.047
			Subtotal						0.093
KRA 8. Other Related Tasks									
0%									
8.1	BAC procurements facilitated	Year-Round	2%	5	4	4	4.333	4.333	0.087
8.2	Training/seminar/meetings and other required activities attended	As required	1%	5	5	5	5.000	5.000	0.050
8.3	Feedback of Performance of personnel given	Year-Round	1%	5	5	5	5.000	5.000	0.050
8.4	Memoranda on announcement of guidelines and issuances from Central Office, CSC, DBM and other government agencies relative to personnel	Year-Round	1%	5	5	4	4.667	4.667	0.047
8.5	Orderly and clean stockroom/filing area and area of assignment maintained	Year-Round	1%	5	4	4	4.333	4.333	0.043
			Subtotal						0.277
OVER-ALL NUMERICAL RATING									4.753
ADJECTIVAL RATING									"O"

Numerical Rating	Descriptive Rating
4.500 - 5.000	(O) Outstanding
3.500 - 4.499	(VS) Very Satisfactory
2.500 - 3.499	(S) Satisfactory
1.500 - 2.499	(U) Unsatisfactory
below - 1.499	(P) Poor

JOSEPHUS ANTHONY T. DUENAS

Administrative Officer V

Recommending Approval

JULIUS CESAR L. DE LA CERNA

Human Resource Management Officer II
Ratee

LORELEI A. MASIAS, CESE

Assistant Schools Division Superintendent

Approving Authority

