



Republic of the Philippines  
Department of Education (DepEd)  
Region VIII (Eastern Visayas)  
**SCHOOLS DIVISION OF BAYBAY CITY**  
Diversion Road, Brgy. Ga-as, Baybay City, Leyte




**INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)**  
**CY 2024**

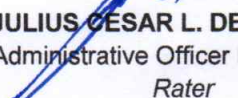
**Administrative Officer II - Payroll Services Unit**

Name of Ratee: **JOHN PAOLO A. CAINTIC**  
Position: **Administrative Officer II**

Name of Rater: **JULIUS CESAR L. DE LA CERNA**  
Position: **Administrative Officer IV / HRMO II**


MFO	KRA	Objectives	WEIGHT PER KRA	ACTUAL RESULTS	RATING	SCORE
	<b>KRA 1. PAYROLL SERVICES</b>		<b>90%</b>			
	Loan applications for action/verification	1.01	20%	1608	4.67	0.93
	Inclusions and exclusions in the Secondary and Senior High School Regular Payroll	1.02	5%	87	5.00	0.25
	Inactivations and reactivations in the Secondary and Senior High School Regular Payroll	1.03	5%	25	5.00	0.25
	Salary adjustments of DepEd Baybay City personnel due to promotion/step increment/other reasons	1.04	5%	124	5.00	0.25
	Prepare Payroll Registries for review of AO IV and submit to Budget for funding and then accounting for certification of cash availability	1.05	5%	96	4.33	0.22
	Prepare Employees' Salaries through Land Bank (LBP) Financial Data Entry System (FinDES)	1.06	15%	48	4.33	0.65
	Prepare payroll slips on the final payroll pre-audited by Accounting and forwarded to Cashier for distribution	1.07	5%	4826	4.33	0.22
	Prepare remittance reports from Payroll System (FoxPro) to GSIS, BIR (Withholding Tax), Pag-IBIG Fund, accredited lending agencies, etc.	1.08	5%	576	5.00	0.25
	Remittance of employees to PhilHealth and Pag-IBIG prepared and submitted	1.09	15%	72	5.00	0.75
	Payroll findings corrected and other payroll concerns resolved	1.10	5%	12	5.00	0.25
	Prepare BIR Alphabet (taxes) for Secondary and SHS Payroll Registries	1.11	5%	2	4.67	0.23
				<b>Sub-total</b>		<b>4.25</b>
	<b>KRA 2. ADMINISTRATIVE SUPPORT</b>		<b>5%</b>			
	Filing system maintained and updated	2.01	5%	12	4.33	0.22
				<b>Sub-total</b>		<b>0.22</b>
	<b>KRA 3. PLUS FACTOR</b>		<b>5%</b>			
	Other activities that may be assigned by fellow Schools Division Personnel (i.e. Task from Cashier's Office to remit payment)	3.01	5%	5	4.67	0.23
				<b>Sub-total</b>		<b>0.23</b>
<b>OVERALL SCORE</b>						<b>4.70</b>
<b>ADJECTIVAL RATING</b>						<b>"O"</b>

  
**JOHN PAOLO A. CAINTIC**  
Administrative Officer II  
Ratee

  
**JULIUS CESAR L. DE LA CERNA**  
Administrative Officer IV / HRMO II  
Rater



Approved:

  
**JOSEMILO P. RUIZ EdD, CESE**  
Assistant Schools Division Superintendent  
Approving Authority

Department of Education	<b>POSITION AND COMPETENCY PROFILE</b>	PCP No. _____	Revision Code: 00
<b>Postion Title</b>	Administrative Officer II	<b>Salary Grade</b>	11
<b>Parenthetical Title</b>	Administrative Officer I	<b>Governance Level</b>	Schools Division Office
<b>Office Unit</b>	Payroll Services Unit, Personnel Section, OSDS	<b>Effectivity Date</b>	October 11, 2021
<b>Reports to</b>	Administrative Officer IV / HRMO II	<b>Page/s</b>	
<b>Position Supervised</b>			

### JOB SUMMARY

This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school. This position was designated as one of the payroll in-charge of the Payroll Services Unit of the Personnel Section, OSDS

### QUALIFICATION STANDARDS

#### A. CSC Prescribed Qualifications

Education	Bachelor's Degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	None required

#### B. Preferred Qualifications

Education	Bachelor's Degree relevant to the job
Experience	None required
Eligibility	Career Service Professional (Second Level Eligibility)
Trainings	None required



## COMPETENCIES

### CORE BEHAVIORAL COMPETENCIES

#### Self-Management

1 Sets personal goals and direction, needs and development.	5	<b>4.80</b>
2 Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.	5	
3 Displays emotional maturity and enthusiasm for and is challenged by higher goals	5	
4 Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve goals.	5	
5 Sets high quality, challenging, realistic goals for self and others.	4	

#### Professionalism and Ethics

Demonstrates the values and behavior enshrined in the Norms of	5	<b>4.60</b>
1 Conduct and Ethical Standards for public officials and employee (RA 6713).	4	
2 Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.	4	
3 Maintains professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.	5	
4 Makes personal sacrifices to meet the organization's needs.	5	
Acts with a sense of urgency and responsibility to meet the		
5 organization's needs, improves systems and help others improve their effectiveness.	5	

#### Result Focus

1 Achieves results with optimal use of time and resources most of the time.	5	<b>4.40</b>
2 Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs. Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required. Expresses a desire to do better and may express frustration at waste or	4	
3 inefficiency. May focus on new or more precise ways of meeting goals set.	4	
4	4	
5 Makes specific changes in the system or in own work methods to	5	

improve performance. Examples may include doing something better, faster, at lower cost, more efficiently; or improving quality, costumer satisfaction, morale, without setting any specific goal.

#### Teamwork

1 Willingly does his/her share of responsibility.	5	<b>4.00</b>
2 Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization	4	
3 Applies negotiation principles in arriving at win-win agreements.	3	
4 Drives consensus and team ownership of decisions.	4	
5 Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.	4	

#### Service Orientation

1 Can explain and articulate organizational directions, issues and problems.	5	<b>4.40</b>
2 Takes personal responsibility for dealing with and/or correcting costumer service issues and concerns	5	
3 Initiates activities that promotes advocacy for men and women empowerment.	4	
4 Participates in updating of office vision, mission, mandates & strategies based on DepEd strategies and directions.	4	
5 Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.	4	

#### Innovation

Examines the root cause of problems and suggests effective solutions.	5	<b>4.80</b>
1 Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).	5	
2 Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.	4	
3 Promotes a creative climate and inspires co-workers to develop original ideas or solutions.	5	
4 Translates creative thinking into tangible changes and solutions that improve the work unit and organization.	5	
5 Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.	5	

5 - Role Model; 4 - Consistently demonstrates; 3 - Most of the time demonstrates; 2 - Sometimes demonstrates; 1 - Rarely demonstrates



## LEADERSHIP COMPETENCIES

### Leading People

1	Uses basic persuasion techniques in a discussion or presentation e.g., staff mobilization, appeals to reason and/or emotions, uses data and examples, visual aid.	4	<b>4.20</b>
2	Persuades, convinces or influences others, in order to have a specific impact or effect.	4	
3	"Sets a good example", is a credible and respected leader; and demonstrates desired behavior.	4	
4	Forwards personal, professional and work unit needs and interests in an issue.	4	
5	Assumes a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of DepEd goals, in order to create an effective work environment	5	

### People Development

1	Improves the skills and effectiveness of individuals through employing a range of development strategies.	4	<b>4.00</b>
2	Facilitates workforce effectiveness through coaching and motivating/developing people within a work environment that promotes mutual trust and respect.	4	
3	Conceptualizes and implements learning interventions to meet identified training needs.	4	
4	Does long-term coaching or training by arranging appropriate and helpful assignments, formal training, or other experiences for the purpose of supporting a person's learning and development.	3	
5	Cultivates a learning environment by structuring interactive experiences such as looking for future opportunities that are in support of achieving individual career goals	5	

### People Performance Management

1	Makes specific changes in the performance management system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues)	5	<b>4.40</b>
2	Sets performance standards and measures progress of employees based on office and department targets.	4	
3	Provides feedback and technical assistance such as coaching for performance improvement and action planning.	4	
4	States performance expectations clearly and checks understanding and commitment.	5	
5	Performs all the stages of result-based performance management system supported by evidence and required documents/forms.	4	

CORE BEHAVIORAL COMPETENCIES

4.500

LEADERSHIP COMPETENCIES

4.200

OVER ALL RATING

**4.350**

**Note:** These ratings can be used for the developmental plans of the employee.

Prepared by:

  
**JOHN PAOLO A. CAINTIC**

Name of Employee

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
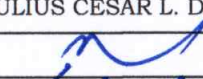


**PART III: SUMMARY OF RATINGS FOR DISCUSSION**

Final Performance Results	Rating
Accomplishments of KRAs and Objectives	<b>4.700</b>

**Employee-Superior Agreement**

The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form.

<b>Name of Employee:</b>	JOHN PAOLO A. CAINTIC	<b>Name of Superior:</b>	JULIUS CESAR L. DE LA CERNA
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>	1/22/2025	<b>Date:</b>	1/22/25

**PART IV: DEVELOPMENT PLANS**

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
Self-Management	Teamwork	1. Attend trainings that would develop and enhance my social skills in professional setting; 2. Watch videos and read books about how to properly cooperate and compromise with other people.	January-December	Training and travel funds; Relevant books; Computer/Laptop and Internet; Time
Innovation	People Development	1. If approached due to a problem, ask for permission from other people if they want solicited advice; 2. Address other people's problems and troubles while considering their personal circumstances.	January-December	Relevant books; Computer/Laptop and Internet; Time
Professionalism and Ethics	Leading People	1. Attend trainings that would develop and enhance my leadership skills, whether in professional or personal setting; 2. Learn and emulate the behavioral styles of role-model leaders around (i.e. Key Officials, Professors).	January-December	Training and travel funds; Relevant books; Computer/Laptop and Internet; Time

  
**JOHN PAOLO A. CAINTIC**

Ratee

  
**JULIUS CESAR L. DE LA CERNA**

Rater /  
Administrative Officer IV (HRMO II)

**BAYBAY CITY DIVISION**

**RELEASED**

DATE: **JAN 22 2025**

BY: 

**BAYBAY CITY, ILO ILO**

  
**JOSEMILO P. RUIZ EdD, CESE**

Approving Officer / OIC -  
Assistant Schools Division  
Superintendent