

CHING BEE TRADING CORPORATION

R.MAGSAYSAY AVE.

Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) CY - 2010

Name of Ratee: MARVIN L. AREVALO

Position: IT STAFF

Name of Rater:

JOSEFA B. AREVALO

Position:

HR/OFFICE SUPERVISOR

ating Per	iod: January - December 2010		Date Revi	ew:		Januar	y 10, 2011	***
MFO's	OBJECTIVES	TIMELINE	WEIGHT PER KRA			AL RESU		SCORE
9A 1 AC	BENCY PIECE WORK/DAILY LABORER RECORDS AND RERI	PORTS	30%	Q	E	I	AVE	
1.1	Collecting and Checking piece work activities and DTR of daily laborer; plus overtime		5%	5	5	5	5.00	0.250
1.2	Encoding of piece work activities and DTR of daily laborer	Daily	10%	5	5	4	4.67	0.467
1.3	Summarizing for payroll piece work activities and DTR	Weekly	10%	5	5	4	4.67	0.467
1.4	Submitted agency workers SSS, Philhealth, PAGIBIG and BIR for payments	Monthly	5%	4	5	4	4.33	0.217
RA 2. IN	FORMATION TECHNOLOGY (IT) WORKS		30%					
2.1	Server ICS Abaca and ICS Sphere Parts Backup	Daily	10%	4	5	4	4.33	0.433
2.2	Computer Software Maintenance Update Patches	Twice a Month	10%	4	5	4	4.33	0.433
2.3	Computer Hardware Maintenance and Printers Cleaning	Quarterly	10%	4	5	4	4.33	0.433
RA 3. AD	MINISTRATIVE AND ACCOUNTING REPORTS		10%					
3.1	Encoding Daily Time Record (DTR) of Office Staff for payroll and payslips generation	Daily	10%	5	4	5	4.67	0.467
A 4: TR	UCKING AND MOTOR POOL INCHARGE		10%					
4.1	Checking of defective sphere parts and logbook for record monitoring	Occasional	2%	5	4	4	4.33	0.087
4.2	Canvass and purchase sphere parts and logbook for record keeping and input data in ICS sphere parts for inventory	Occasional	3%	5	4	5	4.67	0.140
4.3	Driver and truckman salary commission computation - SSS, Philhealth, PAGIBIG and BIR	Monthly	5%	5	4	4	4.33	0.217
A 5: OT	HER TASK		20%					
5.1	Remotely troubleshoot computer software problem and onsite visit for internet connection problem of sister company SPMI	Occasional	5%	5	5	4	4.67	0.233
5.2	Liaison Officer - preparing business permit	Yearly	4%	5	5	4	4.67	0.187
5.3	Office Staff, Driver and truckman, Agency SSS, Philhealth,PAGIBIG and BIR Softcopy and hardcopy submission	Monthly	4%	5	5	5	5.00	0.200
5.4	Cheque encashment	Occasional	4%	5	5	5	5.00	0.200
5.5	Wore uniform and ID during official time	Daily	3%	5	4	4	4.33	0.130
	· · · · · · · · · · · · · · · · · · ·		100%		Nume	rical Ra	ting:	4.560
						ival Ra		0

Numerical Rating:

Adjectival Rating

4.500-5.00

(O) Outstanding

3.5000-4.499

(VS) Very Satisfactory

2.500-3.499

(S) Satisfactory

1.500-2.499

(U) Unsatisfactory

below 1.499

(P) Poor

Ratee:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARVIN L. AREVALO, of the Office of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **February to June 2023**.

ARVIN L. AREVALO

Approved:

MARWEN A. CASTAÑEDA Head of Unit

Records inform Management consi Services VSU (OUR MFO 2. Evaluation and Authentication Services OUR MFO 3. Student PI 1:		Registration and Graduation Services PI 1:		MITO & PAPS
information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	OUR MFO 2. Evaluation and Authentication Services OUR MFO 3. Student PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released		PI 1: Percentage of students officially enrolled and registered		Success Indicators
Assigning of document numbers and other coding controls for document coordination with the DRC	Authenticate copy of grades for students	(COR)	Print CORs of students Validate student certificate of registration		Tasks Assigned
90%	90%	90%			Target
95%	95% (15)	95% (4,500)			Actual
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