

**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**

Rating Period: January - December 2010

Name of Rater: **JOSEFA B. AREVALO**

Position: **HR/OFFICE SUPERVISOR**

Date Review: January 10, 2011

MFO's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				SCORE
				Q	E	T	AVE	
KRA 1: AGENCY PIECE WORK/DAILY LABORER RECORDS AND RERPORTS			30%					
1.1	Collecting and Checking piece work activities and DTR of daily laborer; plus overtime	Daily	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
KRA 2. INFORMATION 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
KRA 3. ADMINISTRATIVE 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
KRA 4: TRUCKING 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
KRA 5: OTHER 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%	Numerical Rating:				4.560
				Adjectival Rating:				O

Numerical Rating:

4.500-5.00

3.5000-4.499

2.500-3.499

1.500-2.499

below 1.499

Adjectival Rating

(O) Outstanding

(VS) Very Satisfactory

(S) Satisfactory

(U) Unsatisfactory

(P) Poor

Ratee:

**MARVIN L. AREVALO**  
IT STAFF

Rater:

**JOSEFA B. AREVALO**  
HR/OFFICE SUPERVISOR

Approving Authority:

**ANTONIO V. SAN RAMON**

**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**.

  
**MARVIN L. AREVALO**  
 Ratee

Approved:   
**MARWEN A. CASTAÑEDA**  
 Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
OUR MFO 1. Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	Print CORs of students	90%	95% (4,500)	5	5	4	4.667	
		Validate student certificate of registration (COR)	90%	95% (4,500)	5	5	4	4.667	
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Authenticate copy of grades for students	90%	95% (15)	5	5	4	4.667	
OUR MFO 3. Student Records Management Services	PI 1: Percentage of the number of times information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Assigning of document numbers and other coding controls for document coordination with the DRC	90%	95%	5	5	4	4.667	

OUR MFO 4. Administrative and Facilitative Services	PI 1: Number of documents acted upon	Prints and issues copy of grades	90%	95% (500)	5	5	5	4	4.667	
		Prints ID of students and faculty/staff	90%	95% (850)	5	5	4	4	4.333	
		Mid-year enrollment preparation	90%	95%	5	5	5	4	4.667	
		Approve of the completion forms to student with INC grades	90%	95% (450)	5	4	4	4	4.333	
		Schedule preparation of the midterm and final examination	90%	95%	5	4	4	4	4.333	
		Assisted Ms. Antipaso SUCs Program Offering for CHED Form 1	90%	95%	5	5	5	4	4.667	
		Converts SRMS data to Excel in identifying student enroll in 1st Semester 2023 in Visayas area	90%	100%	5	5	5	4	4.667	
		Answering, screening, and forwarding of emails/email requests	90%	95%	5	5	5	4	4.667	
		Approve and validate of registration forms of students	90%	95% (4,500)	5	5	5	5	5	
		Approve and facilitates the signing and approval of documents	90%	95%	5	4	4	4	4.333	
		Approve grade sheets submitted by faculty	90%	95% (200)	5	5	5	4	4.667	
		Follow up and update unsubmited grades	100%	90% (165)	5	4	4	4	4.333	
		Follow up and update deferred grades	100%	90% (1,250)	5	4	4	4	4.333	
		Check and update software and hardware computer laptops	90%	95 (10)%	5	5	5	4	4.667	
		Attending to various inquiries/requests from parents, students and other clients	90%	95 (50)%	4	4	4	4	4	
OUR MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Attends to clients transacting business	90%	95%	5	4	4	4	4.333	
Total Over-all Rating		Clients served within the day	90%	90% (10)	5	5	5	4	4.667	
	Average Rating (Total Over-all rating divided by 4)				4.95	4.85	4.25	4.684		
					Comments & Recommendations for Development Purpose:					
FINAL RATING										
ADJECTIVAL RATING										
					Outstanding					