

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ALNEN C. ABENOJA**, OF LGU Hindang, leye commit to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period Jan. - June 2021.

ALNEN C. ABENOJA

Ratee

Dated _____

Reweived by :	Date :	Approved by :	Dated
GEORMA Z. CAVERO Immediate Supervisor		BETTY A. CABAL Head of Agency	
		5- Outstanding 4- Very Satisfactory 3- Satisfactory 2- Unsatisfactory	

Output	Success Target + Measure	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority No. 2							
Follow Industrial Housekeeping guidelines	Keep the GAD Office clean and well-organized in 10	Keep the GAD Office clean and well-organized in	5	5	5	5	
Collect sex disaggregated data per office	Submit an updated sex disaggregated data to Municipal	Submit an updated sex disaggregated data to	4	4	5	4.3	
Prepare documents for purchase of Office	Submit the Purchase Request ,Request for Quotation	Submit the Purchase Request ,Request for	5	4	4	4.3	
Assist the MSWDO in the conduct of quarterly	Prepare attendance sheets,prepared the venue and acts	Prepare attendance sheets,prepared the venue	5	4	5	4.7	
Do errands as requested by the MSWDO	Follow up the GAD Implementors on GAD programs and	Follow up the GAD Implementors on GAD	5	5	4	4.7	
CORE Function							
Total Overall Rating						23	
Final Average Rating						4.6	
Adjective Rating						KS	
Discussed with	Dated	Assessed by:	Dated	Dated			
		I certify that I discussed the assignment of the performance with the employee					
ALNEN C. ABENOJA Employee		GEORMA Z. CAVERO Supervisor		GEORMA Z. CAVERO Office Head			

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ALNEN C. ABENOJA**, OF LGU Hindang, leyte commit to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July - Dec. 2021.

ALNEN C. ABENOJA

Ratee

Dated _____

Reweived by :	Date :	Approved by :	
GEORMA Z. CAVERO		BETTY A. CABAL	Dated _____
Immediate Supervisor		Head of Agency	
		5- Outstanding 4- Very Satisfactory 3- Satisfactory 2- Unsatisfactory	

Output	Success Target + Measure	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority No. 1							
Follow Industrial Housekeeping guidelines	Keep the GAD Office clean and well-organized in 10	Keep the GAD Office clean and well-organized in	4.5	4.5	4.5	4.5	
Collect sex disaggregated data per office	Submit an updated sex disaggregated data to Municipal	Submit an updated sex disaggregated data to	4	4	4	4	
Prepare documents for purchase of Office	Submit the Purchase Request ,Request for Quotation	Submit the Purchase Request ,Request for	4.2	4.4	4.3	4.3	
Assist the MSWDO in the conduct of quarterly	Prepare attendance sheets,prepared the venue and acts	Prepare attendance sheets,prepared the venue	4.5	4.3	4.3	4.4	
Do errands as requested by the MSWDO	Follow up the GAD Implementors on GAD programs and	Follow up the GAD Implementors on GAD	5	4	4.4	4.5	
CORE Function							
Total Overall Rating							21.7
Final Average Rating							4.34
Adjective Rating							VS
Discussed with	Dated	Assessed by:	Dated				Dated
		I certify that I discussed the assignment of the performance with the employee					
ALNEN C. ABENOJA		GEORMA Z. CAVERO					
Employee		Supervisor					Office Head

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ALNEN C. ABENOJA, OF LGU Hindang, leyte commit to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period January 3 to December 15, 2022.

ALNEN C. ABENOJA
Ratee

Dated _____

Reweived by :		Date :	Approved by :		Dated _____		
GEORMA Z. CAVERO			BETTY A. CABAL		Dated _____		
Immediate Supervisor			Head of Agency				
			5- Outstanding 4- Very Satisfactory 3- Satisfactory 2- Unsatisfactory				
Output	Success Target + Measure	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
Strategic Priority No. 1							
Follow Industrial Housekeeping guidelines.	Keep the GAD Office clean and well organized	Keep the GAD Office clean and well organized	4	5	4	4.3	
Collect sex disaggregated data per office.	Submit an updated sex disaggregated data to Municipal Planning and Development Coordinator	Submit an updated sex disaggregated data to Municipal Planning and Development Coordinator	4	4	4	4	
Prepare documents for purchase of Office supplies, Office equipments, etc.	Submit the Purchase Request, Request for Quotation and other documents to the MSWDO for approval	Submit the Purchase Request, Request for Quotation and other documents to the MSWDO for approval	5	5	4	4.6	
Assist the MSWDO in the conduct of quarterly conferences, GAD planning and budgeting, GAD evaluation, GAD trainings and GAD Benchmarking activities	Prepare attendance sheets, prepared the venue and acts as technical staff in GAD related activities	Prepare attendance sheets, prepared the venue and acts as technical staff in GAD related activities	5	5	5	5	
Assist the MSWDO/GAD Focal Person in the monitoring of GAD activities and projects	Follow up the GAD implementors on GAD programs and projects for implementation of the succeeding quarter	Follow up the GAD implementors on GAD programs and projects for implementation of the succeeding quarter	5	4	4	4.3	
Do errands as requested by the MSWDO	Errands completed done	All errands requested by the MSWDO completed	4	4	4	4	
CORE Function							
Total Overall Rating						26.2	
Final Average Rating						4.36	
Adjective Rating						VS	
Discussed with	Dated	Assessed by:	Dated				Dated
		I certify that I discussed the assignment of the performance with the employee					
ALNEN C. ABENOJA Employee		GEORMA Z. CAVERO Supervisor		BETTY A. CABAL Municipal Mayor LGU-Hindang, Leyte			
			Office Head				

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ALNEN C. ABENOJA**, Job Order at the Municipal Social Welfare and Development Office of the Municipality of **HINDANG** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January-December 1-15, 2023**.

ALNEN C. ABENOJA
Ratee

Reviewed by:	Date:	Approved by:	Date:
RENNA G. AGUDERA Immediate Supervisor		BETTY A. CABAL Head of Agency	

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory
1 - Poor

OUTPUT	Success Indicator (Target + Measure)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
CORE FUNCTIONS:							
1. Assists in intaking clients , preparing documents and issuing PhilHealth Indigency certification	100 % in intaking clients , preparing documents and issuing PhilHealth Indigency certification within 30 minutes	100 % in intaking clients , preparing documents and issuing PhilHealth Indigency certification to clients within 25		5	5	5	
1. Assists in Self & Social Enhancement for Women	100% Womens Organizations attended the celebration for March 2023	100 % women attended the women's day last March 28, 2023		5	5	5	
1. Assists clients in processing documents and issuing for Solo Parent ID	100 % of Solo Parent ID's issued within 20 minutes	100 % of Solo Parent ID's issued to client within 15 mins.		4	5	4.5	
1. Assists in issuing Philhealth Indigency Certification	100% Certificate of Indigency issued within 30 minutes	100% Certificate of Indigency issued to clients within 25 minutes.		5	4	4.5	
1. Do errands as requested by the MSWDO.	100% errands completed.	100% All errands requested by the MSWDO completed.		4	5	4.5	
1. Assists in the preparation of National Children's Month Celebration 023	100% of Elementary pupils participated in the National Children's Month Celebration	100% of Elementary pupils participated in the National Children's Month Celebration last November 30, 2023		5	5	5	
1. Assisted in the preparation of Advocacy to End Violence Against Women	100% of target group attended the Advocacy to End Violence Against Women	100% of VAWC Desk Officer attended the Advocacy to End Violence Against Women October 27, 2023		5	4	4.5	
SUPPORT FUNCTIONS:							
Submission of Daily Time Record	100% submitted DTR within 3 working days of the following month.	100% Submitted DTR within 3 working days of the following month.		4	4	4	
Participation to Flag Ceremony	100% participate the flag ceremony every Monday	100% participate the flag ceremony every Monday		4	4	4	
Wearing of Office Uniform	100 % wore office uniform	100 % wore office uniform		5	4	4.5	
Participate in Health and Wellness activities	100% participate in Health and wellness activities every Friday	100% participate in Health and wellness activities every Friday		4	4	4	
Participate in LGU Activities	100% Participate in LGU Official activities	100% Participated in LGU Official activities		4	4	4	
Attendance of monthly staff meeting	100% attendance in monthly staff meeting	100% attended in monthly staff meeting		4	4	4	
SUMMARY OF RATING			TOTAL	Final Numerical Rating		Final Adjectival Rating	
Core Functions	Formula: (total of all average ratings / no. of entries) X 90%	4.23		4.17		4.64	
Support Functions	Formula: (total of all average ratings / no. of entries) X 10%	.41		.41			

VS

Comments and Recommendations for Development Purposes: **She can execute assigned task, ensuring completion and quality outputs despite tight deadlines.**

Discussed with:	Date:	Assessed by:	Date:	Final Rating by:	Date:
ALNEN C. ABENOJA Employee		RENNA G. AGUDERA Supervisor		BETTY A. CABAL Head of Agency	

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Appearance