



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
SCHOOLS DIVISION OFFICE - Biliran
Lamazabal, Naval, Biliran






2022 INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

| | |
|-------------------|-----------------------------|
| Name of Employee: | CHRISTINE M. POGOY |
| Position: | Administrative Assistant II |
| Division: | SDO Biliran |
| Rating Period: | January to December 2022 |

| | |
|-----------------|--------------------------|
| Name of Rater: | NANETTE G. PLA |
| Position: | Administrative Officer V |
| Date of Review: | |

| KEY RESULT AREA (KRA) | OBJECTIVES | WEIGHT PER OBJECTIVE | TIMELINE | TO BE FILLED IN DURING PLANNING | | | | | | TO BE FILLED DURING EVALUATION | | | | | |
|-------------------------------------|---|----------------------|---------------------|---------------------------------|--|--|---|--|---|--|--------|---|---|---------|-----------|
| | | | | PERFORMANCE INDICATOR | | | | | | ACTUAL RESULT | RATING | | | | SCORE |
| | | | | Dimension | Outstanding (5) | Very Satisfactory (4) | Satisfactory (3) | Unsatisfactory (2) | Poor (1) | | Q | E | T | Ave. | |
| KRA 1: Schedule of Activities (15%) | 1. Prepared Purchase Requests, Activity Requests, and Project Procurement Management Plan as instructed by the Administrative Officer V | 15% | January to December | Quality (error wise) | Prepared PR, AR, and PPMP with 95-100% of errors resolved | Prepared PR, AR, and PPMP with 90-94% of errors resolved | Prepared PR, AR, and PPMP with 85-89% of errors resolved | Prepared PR, AR, and PPMP with 80-84% of errors resolved | Prepared PR, AR, and PPMP with 75-79% of errors resolved | Prepared PR, AR, and PPMP with 95-100% of errors resolved | 5 | 5 | 5 | 5 | 0.75 |
| | | | | Efficiency (duration wise) | 100% of PR and AR per Activity, and PPMP were done within 30 minutes | 100% of PR and AR per Activity, and PPMP were done within 31 mins. to 1 hour | 100% of PR and AR per Activity, and PPMP were done within 1 hour & 1 min. to 2 hours | 100% of PR and AR per Activity, and PPMP were done within 2 hours & 1 min. to 3 hours | 100% of PR and AR per Activity, and PPMP were done beyond 3 hours | 100% of PR and AR per Activity, and PPMP were done within 30 minutes | | | | | |
| | | | | Timeliness (deadline wise) | Prepared PR, AR, and PPMP at least 2 weeks before the schedule of activity | Prepared PR, AR, and PPMP at least 1 week before the schedule of activity | Prepared PR, AR, and PPMP at least 3 days before the schedule of activity | Prepared PR, AR, and PPMP 2 days before the schedule of activity | Prepared PR, AR, and PPMP 1 day before the schedule of activity | Prepared PR, AR, and PPMP at least 2 weeks before the schedule of activity | | | | | |
| KRA 2: Record Management (40%) | 1. Monitored the received and released documents to and from the Administrative Officer V | 10% | January to December | Quality | Date received, title of document, action taken, date and time released, and recipient were indicated in the recordings | Only date received, title of document, action taken, date released, and recipient were indicated in the recordings | Only date received, title of document, action taken, and recipient were indicated in the recordings | Only date received, title of document, and action taken were indicated in the recordings | Wrong details of the received and released documents were indicated in the recordings | Date received, title of document, action taken, date and time released, and recipient were indicated in the recordings | 5 | 4 | 4 | 4.33333 | 0.4333333 |
| | | | | Efficiency | Recorded 100% received and released documents within 30 minutes after receipt | Recorded 90-99% received and released documents within 30 minutes after receipt | Recorded 90-99% received and released documents within 31 mins to 1 hour after receipt | Recorded 90-99% received and released documents within 1 hour & 1 min. to 2 hours after receipt | Recorded 90-99% received and released documents within 2 hours & 1 min to 3 hours after receipt | Recorded 90-99% received and released documents within 30 minutes after receipt | | | | | |
| | | | | Timeliness | Forwarded the signed documents within 30 minutes after receipt from the AO V | Forwarded the signed documents within 31 mins. to 1 hour after receipt from the AO V | Forwarded the signed documents within 1 hour & 1 min. to 2 hours after receipt from the AO V | Forwarded the signed documents within 2 hours & 1 min. to 3 hours after receipt from the AO V | Forwarded the signed documents beyond 3 hours after receipt from the AO V | Forwarded the signed documents within 31 mins. to 1 hour after receipt from the AO V | | | | | |
| | 2. Checked the attachments of and consolidated the submitted DTRs of the SDO Personnel | 20% | January to December | Quality | 100% of observed lacking attachments were followed up | 95-99% of observed lacking attachments were followed up | 90-94% of observed lacking attachments were followed up | 85-89% of observed lacking attachments were followed up | Did not follow up the lacking attachments | 100% of observed lacking attachments were followed up | 5 | 5 | 5 | 5 | 1 |
| | | | | Efficiency | 100% of submitted DTRs of the SDO Personnel were individually checked within 30 minutes | 100% of submitted DTRs of the SDO Personnel were individually checked within 31 mins. to 1 hour | 100% of submitted DTRs of the SDO Personnel were individually checked within 1 hour & 1 min. to 2 hours | 100% of submitted DTRs of the SDO Personnel were individually checked within 2 hours & 1 min. to 3 hours | 100% of submitted DTRs of the SDO Personnel were individually checked beyond 3 hours | 100% of submitted DTRs of the SDO Personnel were individually checked within 30 minutes | | | | | |

| KEY RESULT AREA (KRA) | OBJECTIVES | WEIGHT PER OBJECTIVE | TIMELINE | TO BE FILLED IN DURING PLANNING | | | | | | TO BE FILLED DURING EVALUATION | | | | | |
|-------------------------------------|--|----------------------|---------------------|---------------------------------|---|--|--|---|---|---|--------|---|---|---------|----------|
| | | | | PERFORMANCE INDICATOR | | | | | | ACTUAL RESULT | RATING | | | | SCORE |
| | | | | Dimension | Outstanding (5) | Very Satisfactory (4) | Satisfactory (3) | Unsatisfactory (2) | Poor (1) | | Q | E | T | AVE | |
| | 3. Filed documents needed to be filed | 5% | January to December | Timeliness | Done checking at least 1 week before the deadline | Done checking at least 3 days before the deadline | Done checking at least 1 day before the deadline | Done checking 1 day after the deadline | Done checking 2 days after the deadline | Done checking at least 1 week before the deadline | | | | | |
| | | | | Quality | 100% of the documents were correctly filed according to subject | 95-99% of the documents were correctly filed according to subject | 90-94% of the documents were correctly filed according to subject | 85-89% of the documents were correctly filed according to subject | 80-84% of the documents were correctly filed according to subject | 95-99% of the documents were correctly filed according to subject | | | | | |
| | | | | Efficiency | 100% of the documents were filed within 30 minutes upon instruction | 100% of the documents were filed within 31 minutes to 1 hour upon instruction | 100% of the documents were filed within 1 hour & 1 min. to 2 hours upon instruction | 100% of the documents were filed within 2 hours & 1 min. to 3 hours upon instruction | 100% of the documents were filed beyond 3 hours upon instruction | 100% of the documents were filed within 31 minutes to 1 hour upon instruction | 4 | 4 | 4 | 4 | 0.2 |
| | | | | Timeliness | Maintained and updated everyday | Maintained and updated 3 times a week | Maintained and updated once a week | Partially maintained and updated | Not maintained and updated | Maintained and updated 3 times a week | | | | | |
| | 4. Maintained records of logsheets and biometrics of the SDO Personnel | 5% | January to December | Quality | Missing logsheet/s were found within a few minutes | Missing logsheet/s were found within a few hours | Missing logsheet/s were found within a day | Missing logsheet/s were found within a week | Missing logsheet/s were not found | Missing logsheet/s were found within a few hours | | | | | |
| | | | | Efficiency | Logsheets were maintained everyday and biometrics were updated monthly | Logsheets were maintained weekly and biometrics were updated monthly | Logsheets and biometrics were maintained and updated monthly | Logsheets and biometrics were partially maintained and updated | Logsheets and biometrics were not maintained and updated | Logsheets were maintained everyday and biometrics were updated monthly | 4 | 5 | 5 | 4.66667 | 0.233333 |
| | | | | Timeliness | Logsheets and biometrics were made available on the 1st day of the month | Logsheets and biometrics were made available on the 2nd-3rd day of the month | Logsheets and biometrics were made available on the 4th-5th day of the month | Logsheets and biometrics were made available on the 2nd week of the month | Logsheets and biometrics were made available on the 3rd week of the month | Logsheets and biometrics were made available on the 1st day of the month | | | | | |
| | 1. Provided general and routinary clerical support to the Administrative Officer V | 10% | January to December | Quality | General and routinary clerical support were done with 95-100% of errors resolved | General and routinary clerical support were done with 90-94% of errors resolved | General and routinary clerical support were done with 85-89% of errors resolved | General and routinary clerical support were done with 80-84% of errors resolved | General and routinary clerical support were done with 75-79% of errors resolved | General and routinary clerical support were done with 95-100% of errors resolved | | | | | |
| | | | | Efficiency | 100% of general and routinary clerical support were done within 30 minutes | 100% of general and routinary clerical support were done within 31 minutes to 1 hour | 100% of general and routinary clerical support were done within 1 hour & 1 min. to 2 hours | 100% of general and routinary clerical support were done within 2 hours & 1 min. to 3 hours | 100% of general and routinary clerical support were done beyond 3 hours | 100% of general and routinary clerical support were done within 30 minutes | 5 | 5 | 5 | 5 | 0.5 |
| | | | | Timeliness | General and routinary clerical support were acted upon within 30 minutes after instruction | General and routinary clerical support were acted upon within 31 minutes to 1 hour after instruction | General and routinary clerical support were acted upon within 1 hour & 1 min. to 2 hours after instruction | General and routinary clerical support were acted upon within 2 hours & 1 min. to 3 hours after instruction | General and routinary clerical support were acted upon beyond 3 hours after instruction | General and routinary clerical support were acted upon within 30 minutes after instruction | | | | | |
| KRA 3: Administrative Support (45%) | 2. Made Special Orders (Return to Duty and Change of Name) | 20% | March to December | Quality | Prepared Special Orders with 95-100% of errors resolved | Prepared Special Orders with 90-94% of errors resolved | Prepared Special Orders with 85-89% of errors resolved | Prepared Special Orders with 80-84% of errors resolved | Prepared Special Orders with 75-79% of errors resolved | Prepared Special Orders with 95-100% of errors resolved | | | | | |
| | | | | Efficiency | 100% of submitted requests were individually reviewed and printed with SO within 15 minutes | 100% of submitted requests were individually reviewed and printed with SO within 16 to 30 minutes | 100% of submitted requests were individually reviewed and printed within 31 to 45 minutes | 100% of submitted requests were individually reviewed and printed with SO within 46 mins. to 1 hour | 100% of submitted requests were individually reviewed and printed with SO within 15 minutes | 100% of submitted requests were individually reviewed and printed with SO within 15 minutes | 5 | 5 | 3 | 4.33333 | 0.866667 |

| KEY RESULT AREA (KRA) | OBJECTIVES | WEIGHT PER OBJECTIVE | TIMELINE | TO BE FILLED IN DURING PLANNING | | | | | | TO BE FILLED DURING EVALUATION | | | | | |
|---|---|----------------------|-------------------|---------------------------------|--|---|---|--|---|---|---|---|---|----------|------|
| | | | | PERFORMANCE INDICATOR | | | | | ACTUAL RESULT | RATING | | | | SCORE | |
| | | | | Dimension | Outstanding (5) | Very Satisfactory (4) | Satisfactory (3) | Unsatisfactory (2) | | Poor (1) | Q | E | T | | AVE |
| | 2. Updated the Personnel Services Remission and Planilla of Personnel FY 2022 on the excel database | 15% | March to December | Timeliness | Requests were acted upon within 14 days after receipt, since Special Orders are made in bulk | Requests were acted upon within 15-20 days after receipt, since Special Orders are made in bulk | Requests were acted upon within 21-31 days after receipt, since Special Orders are made in bulk | Requests were acted upon beyond 1 month after receipt, since Special Orders are made in bulk | Requests were acted upon beyond 2 months after receipt, since Special Orders are made in bulk | Requests were acted upon within 15-20 days after receipt, since Special Orders are made in bulk | | | | | |
| | | | | Quality | PSIPOP FY 2022 was updated with 95-100% of errors resolved | PSIPOP FY 2022 was updated with 90-94% of errors resolved | PSIPOP FY 2022 was updated with 85-89% of errors resolved | PSIPOP FY 2022 was updated with 80-84% of errors resolved | PSIPOP FY 2022 was updated with 75-79% of errors resolved | PSIPOP FY 2022 was updated with 95-100% of errors resolved | | | | | |
| | | | | Efficiency | 100% of the PSIPOP FY 2022 was updated every 5-14 days | 100% of the PSIPOP FY 2022 was updated every 15-21 days | 100% of the PSIPOP FY 2022 was updated every 22-31 days | 100% of the PSIPOP FY 2022 was updated every 32-38 days | 100% of the PSIPOP FY 2022 was updated every 39 days and beyond | 100% of the PSIPOP FY 2022 was updated every 15-21 days | 5 | 3 | 5 | 4.33333 | 0.65 |
| | | | | Timeliness | Updated the PSIPOP FY 2022 at least 2 weeks before the deadline | Updated the PSIPOP FY 2022 at least 1 week before the deadline | Updated the PSIPOP FY 2022 at least 3 days before the deadline | Updated the PSIPOP FY 2022 1 day after the deadline | Updated the PSIPOP FY 2022 2 or more days after the deadline | Updated the PSIPOP FY 2022 at least 2 weeks before the deadline | | | | | |
| Total: | | 100% | | | | | | | | OVERALL RATING FOR ACCOMPLISHMENTS: | | | | 4.633333 | |
| <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  LERMARIO G. NAPOLES Ratel </div> <div style="text-align: center;">  CHRISTINE M. POGY Ratee </div> <div style="text-align: center;">  NANETTE G. PLA Approving Authority </div> </div> | | | | | | | | | | | | | | | |



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2021 INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

| | |
|-------------------|----------------------------|
| Name of Employee: | CHRISTINE M. POGOY |
| Position: | Administrative Assistant I |
| Division: | SDO Biliran |
| Rating Period: | January to December 2021 |

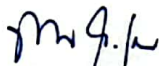


| | |
|-----------------|--------------------------|
| Name of Rater: | NANETTE G. PLA |
| Position: | Administrative Officer V |
| Date of Review: | |

TO BE FILLED IN DURING PLANNING

TO BE FILLED DURING EVALUATION

| KEY RESULT AREA (KRA) | OBJECTIVES | WEIGHT PER OBJECTIVE | TIMELINE | PERFORMANCE INDICATOR | | | | | | ACTUAL RESULT | RATING | | | | SCORE |
|-------------------------------------|--|----------------------|---------------------|----------------------------|--|--|---|--|---|--|--------|---|---|---------|-------|
| | | | | Dimension | Outstanding (5) | Very Satisfactory (4) | Satisfactory (3) | Unsatisfactory (2) | Poor (1) | | Q | E | T | Ave. | |
| KRA 1: Schedule of Activities (15%) | 1. Prepared Purchase Requests, Activity Requests, and Supplemental Project Procurement Management Plan as instructed by the Administrative Officer V | 15% | January to December | Quality (error wise) | Prepared PR, AR, and Supplemental PPMP with 95-100% of errors resolved | Prepared PR, AR, and Supplemental PPMP with 90-94% of errors resolved | Prepared PR, AR, and Supplemental PPMP with 85-89% of errors resolved | Prepared PR, AR, and Supplemental PPMP with 80-84% of errors resolved | Prepared PR, AR, and Supplemental PPMP with 75-79% of errors resolved | Prepared PR, AR, and Supplemental PPMP with 95-100% of errors resolved | 5 | 5 | 4 | 4.66667 | 0.7 |
| | | | | Efficiency (duration wise) | 100% of PR and AR per Activity, and Supplemental PPMP were done within 30 minutes | 100% of PR and AR per Activity, and Supplemental PPMP were done within 31 mins. to 1 hour | 100% of PR and AR per Activity, and Supplemental PPMP were done within 1 hour & 1 min. to 2 hours | 100% of PR and AR per Activity, and Supplemental PPMP were done within 2 hours & 1 min. to 3 hours | 100% of PR and AR per Activity, and Supplemental PPMP were done beyond 3 hours | 100% of PR and AR per Activity, and Supplemental PPMP were done within 30 minutes | | | | | |
| | | | | Timeliness (deadline wise) | Prepared PR, AR, and Supplemental PPMP at least 2 weeks before the schedule of activity | Prepared PR, AR, and Supplemental PPMP at least 1 week before the schedule of activity | Prepared PR, AR, and Supplemental PPMP at least 3 days before the schedule of activity | Prepared PR, AR, and Supplemental PPMP 2 days before the schedule of activity | Prepared PR, AR, and Supplemental PPMP 1 day before the schedule of activity | Prepared PR, AR, and Supplemental PPMP at least 1 week before the schedule of activity | | | | | |
| | 1. Monitored the received and released documents to and from the Administrative Officer V | 15% | January to December | Quality | Date received, title of document, action taken, date and time released, and recipient were indicated in the recordings | Only date received, title of document, action taken, date released, and recipient were indicated in the recordings | Only date received, title of document, action taken, and recipient were indicated in the recordings | Only date received, title of document, and action taken were indicated in the recordings | Wrong details of the received and released documents were indicated in the recordings | Date received, title of document, action taken, date and time released, and recipient were indicated in the recordings | 5 | 4 | 4 | 4.33333 | 0.65 |
| | | | | Efficiency | Recorded 100% received and released documents within 30 minutes after receipt | Recorded 90-99% received and released documents within 30 minutes after receipt | Recorded 90-99% received and released documents within 31 mins to 1 hour after receipt | Recorded 90-99% received and released documents within 1 hour & 1 min. to 2 hours after receipt | Recorded 90-99% received and released documents within 2 hours & 1 min to 3 hours after receipt | Recorded 90-99% received and released documents within 30 minutes after receipt | | | | | |
| | | | | Timeliness | Forwarded the signed documents within 30 minutes after receipt from the AO V | Forwarded the signed documents within 31 mins. to 1 hour after receipt from the AO V | Forwarded the signed documents within 1 hour & 1 min. to 2 hours after receipt from the AO V | Forwarded the signed documents within 2 hours & 1 min. to 3 hours after receipt from the AO V | Forwarded the signed documents beyond 3 hours after receipt from the AO V | Forwarded the signed documents within 31 mins. to 1 hour after receipt from the AO V | | | | | |
| | 2. Checked the attachments of and consolidated the submitted DTRs of the SDO Personnel | 15% | January to December | Quality | 100% of observed lacking attachments were followed up | 95-99% of observed lacking attachments were followed up | 90-94% of observed lacking attachments were followed up | 85-89% of observed lacking attachments were followed up | Did not follow up the lacking attachments | 100% of observed lacking attachments were followed up | 5 | 5 | 5 | 5 | 0.75 |
| | | | | Efficiency | 100% of submitted DTRs of the SDO Personnel were individually checked within 30 minutes | 100% of submitted DTRs of the SDO Personnel were individually checked within 31 mins. to 1 hour | 100% of submitted DTRs of the SDO Personnel were individually checked within 1 hour & 1 min. to 2 hours | 100% of submitted DTRs of the SDO Personnel were individually checked within 2 hours & 1 min. to 3 hours | 100% of submitted DTRs of the SDO Personnel were individually checked beyond 3 hours | 100% of submitted DTRs of the SDO Personnel were individually checked within 30 minutes | | | | | |

| KEY RESULT AREA (KRA) | OBJECTIVES | WEIGHT PER OBJECTIVE | TIMELINE | TO BE FILLED IN DURING PLANNING | | | | | | TO BE FILLED DURING EVALUATION | | | | |
|-------------------------------------|---|----------------------|---------------------|---------------------------------|--|--|--|---|---|--|--------|---|---|------------|
| | | | | PERFORMANCE INDICATOR | | | | | | ACTUAL RESULT | RATING | | | |
| | | | | Dimension | Outstanding (5) | Very Satisfactory (4) | Satisfactory (3) | Unsatisfactory (2) | Poor (1) | | Q | E | T | AVE. SCORE |
| KRA 2: Record Management (40%) | Personnel | | | Timeliness | Done checking at least 1 week before the deadline | Done checking at least 3 days before the deadline | Done checking at least 1 day before the deadline | Done checking 1 day after the deadline | Done checking 2 days after the deadline | Done checking at least 1 week before the deadline | | | | |
| | 3. Filed documents needed to be filed | 5% | January to December | Quality | 100% of the documents were correctly filed according to subject | 95-99% of the documents were correctly filed according to subject | 90-94% of the documents were correctly filed according to subject | 85-89% of the documents were correctly filed according to subject | 80-84% of the documents were correctly filed according to subject | 95-99% of the documents were correctly filed according to subject | | | | |
| | | | | Efficiency | 100% of the documents were filed within 30 minutes after instruction | 100% of the documents were filed within 31 minutes to 1 hour after instruction | 100% of the documents were filed within 1 hour & 1 min. to 2 hours after instruction | 100% of the documents were filed within 2 hours & 1 min. to 3 hours after instruction | 100% of the documents were filed beyond 3 hours after instruction | 100% of the documents were filed within 31 minutes to 1 hour after instruction | 4 | 4 | 5 | 4.33333 |
| | | | | Timeliness | Maintained and updated everyday | Maintained and updated 3 times a week | Maintained and updated once a week | Partially maintained and updated | Not maintained and updated | Maintained and updated everyday | | | | 0.2166667 |
| | | | | | | | | | | | | | | |
| | 4. Maintained records of logsheets and biometrics of the Division Office Personnel | 5% | January to December | Quality | Missing logsheet/s were found within a few minutes | Missing logsheet/s were found within a few hours | Missing logsheet/s were found within a day | Missing logsheet/s were found within a week | Missing logsheet/s were not found | Missing logsheet/s were found within a few minutes | | | | |
| | | | | Efficiency | Logsheets were maintained everyday and biometrics were updated monthly | Logsheets were maintained weekly and biometrics were updated monthly | Logsheets and biometrics were maintained and updated monthly | Logsheets and biometrics were partially maintained and updated | Logsheets and biometrics were not maintained and updated | Logsheets were maintained everyday and biometrics were updated monthly | 5 | 5 | 5 | 0.25 |
| | | | | Timeliness | Logsheets and biometrics were made available on the 1st day of the month | Logsheets and biometrics were made available on the 2nd-3rd day of the month | Logsheets and biometrics were made available on the 4th-5th day of the month | Logsheets and biometrics were made available on the 2nd week of the month | Logsheets and biometrics were made available on the 3rd week of the month | Logsheets and biometrics were made available on the 1st day of the month | | | | |
| | | | | | | | | | | | | | | |
| KRA 3: Administrative Support (45%) | 1. Provided general and routinary clerical support to the Administrative Officer V | 20% | January to December | Quality | General and routinary clerical support were done with 95-100% of errors resolved | General and routinary clerical support were done with 90-94% of errors resolved | General and routinary clerical support were done with 85-89% of errors resolved | General and routinary clerical support were done with 80-84% of errors resolved | General and routinary clerical support were done with 75-79% of errors resolved | General and routinary clerical support were done with 95-100% of errors resolved | | | | |
| | | | | Efficiency | 100% of general and routinary clerical support were done within 30 minutes | 100% of general and routinary clerical support were done within 31 minutes to 1 hour | 100% of general and routinary clerical support were done within 1 hour & 1 min. to 2 hours | 100% of general and routinary clerical support were done within 2 hours & 1 min. to 3 hours | 100% of general and routinary clerical support were done beyond 3 hours | 100% of general and routinary clerical support were done within 30 minutes | 5 | 5 | 5 | 1 |
| | | | | Timeliness | General and routinary clerical support were acted upon within 30 minutes after instruction | General and routinary clerical support were acted upon within 31 minutes to 1 hour after instruction | General and routinary clerical support were acted upon within 1 hour & 1 min. to 2 hours after instruction | General and routinary clerical support were acted upon within 2 hours & 1 min. to 3 hours after instruction | General and routinary clerical support were acted upon beyond 3 hours after instruction | General and routinary clerical support were acted upon within 30 minutes after instruction | | | | |
| | 2. Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin | 15% | January to December | Quality | Citizen's Charter Handbook and Information Bulletin were finalized with 95-100% of errors resolved | Citizen's Charter Handbook and Information Bulletin were finalized with 90-94% of errors resolved | Citizen's Charter Handbook and Information Bulletin were finalized with 85-89% of errors resolved | Citizen's Charter Handbook and Information Bulletin were finalized with 80-84% of errors resolved | Citizen's Charter Handbook and Information Bulletin were finalized with 75-79% of errors resolved | Citizen's Charter Handbook and Information Bulletin were finalized with 95-100% of errors resolved | | | | |
| | | | | Efficiency | 100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 5-14 days | 100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 15-21 days | 100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 22-31 days | 100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 32-38 days | 100% of the Citizen's Charter Handbook and Information Bulletin were finalized after 39 days and beyond | 100% of the Citizen's Charter Handbook and Information Bulletin were finalized within 15-21 days | 5 | 4 | 5 | 4.66667 |
| | | | | | | | | | | | | | | 0.7 |

| KEY RESULT AREA (KRA) | OBJECTIVES | WEIGHT PER OBJECTIVE | TIMELINE | TO BE FILLED IN DURING PLANNING | | | | | | TO BE FILLED DURING EVALUATION | | | | | |
|---|--|----------------------|-----------------------|---|---|--|--|---|--|---|-------------------------------------|---|---|---------|-----------|
| | | | | Dimension | Outstanding (5) | Very Satisfactory (4) | Satisfactory (3) | Unsatisfactory (2) | Poor (1) | ACTUAL RESULT | RATING | | | | SCORE |
| | | | | | | | | | | | Q | E | T | Ave. | |
| | Information Bulletin | | | Timeliness | Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin at least 2 weeks before the deadline | Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin at least 1 week before the deadline | Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin at least 3 days before the deadline | Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin 1 day after the deadline | Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin 2 or more days after the deadline | Consolidated and finalized the contents of the Citizen's Charter Handbook and Information Bulletin at least 2 weeks before the deadline | | | | | |
| | 3. Updated the Personnel Services Itemization and Plantilla of Personnel FY 2021 on the excel database | 10% | September to December | Quality | PSIPOP FY 2021 was updated with 95-100% of errors resolved | PSIPOP FY 2021 was updated with 90-94% of errors resolved | PSIPOP FY 2021 was updated with 85-89% of errors resolved | PSIPOP FY 2021 was updated with 80-84% of errors resolved | PSIPOP FY 2021 was updated with 75-79% of errors resolved | PSIPOP FY 2021 was updated with 95-100% of errors resolved | 5 | 4 | 5 | 4.66667 | 0.4666667 |
| Efficiency | | | | 100% of the PSIPOP FY 2021 was updated within 5-14 days | 100% of the PSIPOP FY 2021 was updated within 15-21 days | 100% of the PSIPOP FY 2021 was updated within 22-31 days | 100% of the PSIPOP FY 2021 was updated within 32-38 days | 100% of the PSIPOP FY 2021 was updated after 39 days and beyond | 100% of the PSIPOP FY 2021 was updated within 15-21 days | | | | | | |
| Timeliness | | | | Updated the PSIPOP FY 2021 at least 2 weeks before the deadline | Updated the PSIPOP FY 2021 at least 1 week before the deadline | Updated the PSIPOP FY 2021 at least 3 days before the deadline | Updated the PSIPOP FY 2021 1 day after the deadline | Updated the PSIPOP FY 2021 2 or more days after the deadline | Updated the PSIPOP FY 2021 at least 2 weeks before the deadline | | | | | | |
| | Total: | 100% | | | | | | | | | OVERALL RATING FOR ACCOMPLISHMENTS: | | | | 4.733333 |
| <div><div> NANETTE G. PLA Rater</div><div> CHRISTINE M. POGO Ratee</div><div> MARGARITO A. CADAYONA, JR. PhD Approving Authority</div></div> | | | | | | | | | | | | | | | |



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Larrazabal, Naval, Biliran


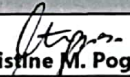
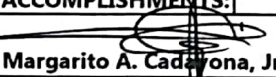


2020 INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

| | |
|-------------------|----------------------------|
| Name of Employee: | Christine M. Pogoy |
| Position: | Administrative Assistant I |
| Division: | SDO-Biliran |
| Rating Period: | August-December 2020 |

| | |
|-----------------|--------------------------|
| Name of Rater: | Nanette G. Pla |
| Position: | Administrative Officer V |
| Date of Review: | |

| TO BE FILLED IN DURING PLANNING | | | | | TO BE FILLED DURING EVALUATION | | | | | |
|---------------------------------|---|----------------------------|-------------------------|--|--|--------|-----|-----|------|-------|
| KEY RESULT AREA (KRA) | OBJECTIVES | WEIGHT PER OBJECTIVE | TIMELINE | PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness) | ACTUAL RESULT | RATING | | | | SCORE |
| | | | | | | Q | E | T | Ave. | |
| KRA 1: Schedule of Activities | 1. Provided assistance in the preparation of the Annual Implementation Plan and Project Procurement Management Plan as instructed by the Administrative Officer V | 10% | November-December 2020 | No. of AIP and PPMP preparation assisted | One (1) AIP (FY 2021) and one (1) PPMP (FY 2021) preparation assisted | 4 | 4 | 4 | 4 | 0.4 |
| KRA 2: Record Management | 1. Monitored the received and released documents addressed to the Administrative Officer V by encoding it in the document tracking system | 15% | September-December 2020 | Percentage of received and released documents monitored | Monitored 100% received and released documents through the DTS | 4.5 | 4.5 | 4.5 | 4.5 | 0.675 |
| | 2. Filed documents/communications needed to be filed by subject/category, alphabetical order, and chronological order | 5% | September-December 2020 | Percentage of documents/communications needed to be filed | Filed 100% of documents/communications needed to be filed | 5 | 5 | 5 | 5 | 0.25 |
| KRA 3: Personnel Matters | 1. Maintained records of logsheets and biometrics of the DO Personnel | 5% | September-December 2020 | No. of logsheets and biometrics maintained | Maintained logsheets from October 2019-December 2020 and uploads the records of biometrics in the system monthly | 5 | 5 | 5 | 5 | 0.25 |

| | | | | | | | | | | |
|--|---|------|-------------------------|---|--|-------------------------------------|-----|-----|-----|-------|
| | 2. Checked the attachments of and consolidated the submitted DTRs of the SDO Personnel to be turned over to the Administrative Aide II for filing | 15% | September-December 2020 | Records of the submitted DTRs of the SDO Personnel checked and consolidated | Tracked the submission of DTRs of the SDO Personnel monthly | 4.5 | 4.5 | 4.5 | 4.5 | 0.675 |
| KRA 4: Administrative Support | 1. Provided clerical and secretariat support to the Administrative Officer V | 15% | September-December 2020 | Percentage of clerical and secretariat support rendered | 100% of clerical and secretariat support assigned from time to time acted upon | 5 | 5 | 5 | 5 | 0.75 |
| | 2. Provided assistance in the preparation and consolidation of the process narratives and maps of the Admin Unit | 15% | October-December 2020 | No. of Admin Unit narratives and process maps prepared and consolidated | Prepared and consolidated 38 process narratives and maps of the Admin Unit | 5 | 5 | 5 | 5 | 0.75 |
| | 3. Prepared travel documents for the Administrative Officer V and other requesting party by making Certificate of Appearance, Locator Slip, and Authority to Travel | 10% | As needed | Percentage of travel documents prepared | 100% of requested travel documents acted upon | 5 | 5 | 5 | 5 | 0.5 |
| | 4. Provided administrative support needed by the other Admin staffs and in the implementation of office programs/projects/activities | 5% | August 2020, As needed | Percentage of administrative support rendered | 100% of administrative support needed acted upon | 4.5 | 4.5 | 4.5 | 4.5 | 0.225 |
| KRA 5: Guest Reception | 1. Entertained visitors/guests by responding to their inquiries if there are any | 5% | September-December 2020 | Percentage of visitors/guests entertained | 100% of visitors/guests entertained | 4.5 | 4.5 | 4.5 | 4.5 | 0.225 |
| | Total: | 100% | | | | OVERALL RATING FOR ACCOMPLISHMENTS: | | | | 4.7 |
| <div><div> Nanette G. Pla Rater</div><div> Christine M. Pogoy Ratee</div><div> Margarito A. Cadayona, Jr. PhD Approving Authority</div></div> | | | | | | | | | | |