



Republic of the Philippines
Department of Education
Region VIII (Eastern Visayas)
SCHOOLS DIVISION OF BAYBAY CITY
Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
CALENDAR YEAR 2022

Name of Ratee: **LORISA JOY B. SACRO**
Position: **Administrative Assistant II**

Name of Rater: **ESTRELLA P. OQUIAS**
Position: **Head Teacher I**

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				Rating	SCORE
				Q	E	T	Ave		
KRA 1: Accounting Records			20%						
1.1	File Copy of Monthly MOOE Liquidation Report maintained	Monthly	10%	5	5	5	5.000	0.500	0.500
1.2	File Copy of Liquidation Reports for Other Program Funds maintained (SBFP, BE-LCP, Titling, Gulayan sa Paaralan, TAG) maintained	Monthly	10%	5	5	5	5.000	0.500	0.500
KRA 2: Accounting Reports			70%						
2.1	Complete set of attachments per voucher prepared	Monthly	25%	5	4	4	4.333	1.083	1.083
2.2	Monthly MOOE Liquidation Report submitted	Monthly	20%	5	4	5	4.667	0.933	0.933
2.3	Liquidation Report for Other Program Funds submitted	Monthly	10%	5	4	5	4.667	0.467	0.467
2.4	Updated liquidation report in the transparency board posted	Monthly	10%	5	5	4	4.667	0.467	0.467
2.5	Quarterly Report on Revenue and Other Receipts submitted	Quarterly	5%	5	5	3	4.333	0.217	0.217
KRA 3: Ancillary Services			10%						
3.1	Assistance to school heads, teachers, visitors and stakeholders provided	Year Round	3%	5	5	4	4.667	0.093	0.093
3.2	School Related Records maintained and compiled	Year Round	1%	5	5	4	4.667	0.093	0.093
3.3	Attended to School related activity on designated time	Year Round	1%	5	5	5	5.000	0.050	0.050
3.4	Teachers' / School Heads' documents, reports and other forms received and submitted to District/Division Office	Year Round	2%	5	5	4	4.667	0.093	0.093
3.5	Consolidated MPS, Least Learned Skills, Com. Coverage, Percentage of Passers, Summative Test, SF9 and SF4 prepared and submitted	Quarterly	1%	5	5	4	4.667	0.047	0.047
3.6	Teachers' Attendance and Submission of Reports monitored	Year Round	1%	5	5	4	4.667	0.047	0.047
3.7	DTR of School Employees with complete attachments submitted	Monthly	1%	4	5	4	4.333	0.043	0.043
			100%	Numerical Rating					4.633
				Adjectival Rating					(O)

Numerical Rating
4.500 - 5.000
4.000 - 4.499
3.500 - 3.499
3.000 - 2.999
2.500 - 2.499
below 2.499

Adjectival Rating
(O) Outstanding
(VS) Very Satisfactory
(S) Satisfactory
(U) Unsatisfactory
(P) Poor

LORISA JOY B. SACRO
Administrative Assistant II
Ratee

Reviewed by:

ESTRELLA P. OQUIAS
Head Teacher I
Rater

Approved by:

JOSEPH S. ANTHONY T. DUENAS
Administrative Assistant V
Approving Authority



"Minding our school children and their communities is our core business!"

