



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



INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
CY – 2022

Name of Ratee: **MAY CLAIRE R. ABUNALES**
Position: **Administrative Assistant - III**
Rating Period: **January - December 2022**

Name of Rater: **Adora Fe F. Baltazar**
Position: **Administrative Officer IV**

MFO's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				SCORE	
				O	E	T	Ave		
1. CASH MANAGEMENT SERVICES									
	1.1.1 Cash and Checks paid to schools division office collected and Reciepts issued	Jan - December 2022	5%	5	5	5	5.00	0.250	
	1.1.2 Cash books and balances and reconciliation of cash count for reporting of cash in bank maintained	Jan - December 2022	5%	5	4	4	4.33	0.217	
	1.2.1Recorded Paid Disbursement Voucher to respective Logbook MDS/TF/PF/NP.	Jan - December 2022	15%	5	4	4	4.33	0.650	
	1.2.2 Acceptance of official receipts for payments made through checks, LDDAP-ADA and ADA assisted.	Jan - December 2022	5%	5	4	4	4.33	0.217	
	1.2.3 Recorded payment made through Check.	Jan - December 2022	5%	5	5	4	4.67	0.233	
	1.2.4 Prepared Advice of Check Issued and Cancelled drafted for payment through checks.	Jan - December 2022	5%	5	4	4	4.33	0.217	
	1.2.5 Prepared Advice of Checks Issued and Cancelled of Obligations paid through LDDAP-ADA.	Jan - December 2022	5%	5	5	5	5.00	0.250	
	1.2.6 Prepared PACS for payment beyond ten suppliers; DEPED Teaching and Non-Teaching staff.	Jan - December 2022	15%	5	5	5	5.00	0.750	
	1.2.7 Reconciliation of records of disbursements with cash books assisted	Jan - December 2022	5%	5	4	4	4.33	0.217	
	1.2.8 Cash disbursement of claims and other dues to DEPED Teaching and Non-Teaching staff.	Jan - December 2022	15%	5	4	4	4.33	0.650	
2. Liquidation and Reporting									
	1.3.1 Drafted Liquidation Report	Jan - December 2022	15%	4	4	4	4.00	0.600	
3. Procurement Services									
	4.1.1 Posted BID Notices at PhilGEPS website.	Jan - December 2022	5%	5	5	5	5.00	0.250	
			100%					4.500	
								(O) Outstanding	

NUMERICAL RATING

4.500-5.000
4.000-4.499
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:

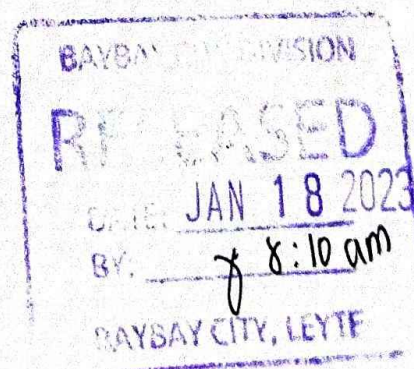
[Signature]
MAY CLAIRE R. ABUNALES
Administrative Assistant III

Rater:

[Signature]
ADORA FE F. BALTAZAR
Administrative Officer IV

Approved:

[Signature]
JOSEPHUS ANTHONY T. DUENAS
Administrative Officer V





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



Employee No. 6295043

Name: ABUNALES MAY CLAIRE ROJAS (If married woman, give also maiden name)
(Family Name) (First Name) (Middle Name)

Birth: May 5, 1992 Butuan City, Agusan del Norte (Date herein should be checked from birth
(Date) (Place) or baptismal certificate or other reliable documents)

THIS IS TO CERTIFY that the employee named above rendered service in this Office as shown by the service records below its line in which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

Inclusive Dates of Service (mm-dd-yy)		Record of Appointment			DepEd/Division Station/Place	Branch	Leave of absence w/o pay	Separation	
From	To	Designation	Status	Salary p.a. (Php)				Date	Cause
03-16-17	08-31-18	Administrative Aide III	Permanent	160,644	VSU	SUC	None		(Original Appointment)
09-01-18	07-14-19	Administrative Aide IV	"	176,088	VSU	"	"		(Promotion)
07-15-19	12-31-19	Administrative Assistant II	"	201,096	SDO Baybay City	Nat'l	"		(Promotion & Transfer)
01-01-20	12-31-20	"	"	210,060	"	"	"		(NBC 579)
01-01-21	11-28-21	"	"	219,012	"	"	"		(NBC 584)
11-29-21	12-31-21	Administrative Assistant III	"	235,116	"	"	"		(Promotion)
01-01-22	12-31-22	"	"	244,824	"	"	"		(NBC 588)
01-01-23	Present	"	"	254,532	"	"	"		(NBC 591)

Purpose: For Employment

Issued in compliance with Executive Order No. 54, dated August 10, 1954 and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT:

November 29, 2023
Date

JULIUS CESAR L. DE LA CERNA
HRMO II