

INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM

I, **JOHN PHILLIP AUGUSTUS P. ROJAS** (Administrative Aide III) of **Office of the Municipal Civil Registrar - LGU of Bato, Catanduanes**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated Success Indicators for the period **January 01 to June 30, 2021**.

01 January 2021


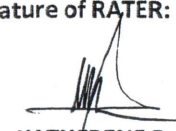

Date

Approved by*
Name:
Position:
Date:

MAJOR FINAL OUTPUT (MFOs)/ PAPS (Please add rows if necessary)	SUCCESS INDICATORS (Please add rows if necessary)	ACCOMPLISHMENTS Monthly/Quarterly	SPMS Rating System				1st Sem	2nd Sem	REMARKS
			Q	E	T	A			
General Administration and Support Services									
A. REPORT SERVICES TO ADMINISTRATIVE OFFICE									
1. Personal Data Sheet (PDS)	Personal Data Sheet (CY 2021 PDS) duly-prepared & submitted on or before 31st day of March with 90% accuracy	1 Personal Data Sheet	5	5	5	5.0	1		
2. SPMS Individual Performance Commitment & Review (IPCR)	SPMS Individual Performance Commitment & Review (IPCR) duly-updated/finalized semestral Actual Report (CY 2021 1st Sem.) & duly-prepared semestral Target Report (CY 2021 2nd Sem.) respectively submitted on or before 5th day of January with 90% accuracy	2 SPMS Individual Performance Commitment & Review (IPCR) > Target Report (CY 2021- 2nd Sem.) > Actual Report (CY 2021- 1st Sem.)	5	5	5	5.0	1 1		
CERTIFIED TRUE / PHOTO COPY									
KATHERENE B. VERGARA MIN / CIVIL REGISTRAR									

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KATHERENE B. VERGARA
MUN CIVIL REGISTRAR

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			Q	E	T	A			
General Administration and Support Services									
3. SPMS Individual Monthly Accomplishment Report (IMAR)	SPMS Individual Monthly Accomplishment Report (IMAR) duly-prepared the semestral Target Report (CY 2021 - 2nd Sem.) on the 5th day of January and its end of month duly-updated/finalized Actual Report resubmitted on or before 25th day of the reported month with 90% accuracy	7 SPMS Individual Accomplishment Report (IAR) > Target Report (CY 2021- 2nd Sem.) > Actual Reports (Jan. - June 2021)	5	5	5	5.0	1		
4. SPMS Monthly Coaching Summary Report (MCSR)	SPMS Monthly Coaching Summary Report (MCSR - CY 2021 1st Sem.) duly-prepared & submitted on the 30th day of the month preceeding the reported month with 90% accuracy	6 SPMS Monthly Coaching Summary Report (MCSR - CY 2021 1st Sem.)	5	5	5	5.0	6		
TOTAL RATING							20.00		
FINAL AVERAGE RATING							5.00		
TOTAL AVERAGE RATING							4.58		
RATER'S Comment and Recommendation for Development Purposes or Rewards/Promotion		The employee had performed her duties and functions as Administrative Aide III OUTSTANDING				Final Rating by Department Head:			
The above rating has been discussed with me by the Division Chief									
Name & Signature of RATEE:		Name & Signature of RATER:				Final Rating by Agency Head:			
 JOHN PHILLIP AUGUSTUS P. ROJAS Administrative Aide III		 KATHERENE B. VERGARA Municipal Civil Registrar				 JUAN T. RODULFO Municipal Mayor			

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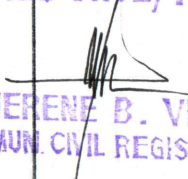
Approved by* Name: Position: Date:													
MAJOR FINAL OUTPUT (MFOs)/ PAPS (Please add rows if necessary)	SUCCESS INDICATORS (Please add rows if necessary)	ACCOMPLISHMENTS Monthly/Quarterly	SPMS Rating System				1st Sem	2nd Sem	REMARKS				
			Q	E	T	A							
Operations													
MFO 1:													
CIVIL REGISTRATION SERVICES													
A. Processing	All acceptable vital events on births, deaths & marriages presented/ reported daily properly processed outright, as follows, per case received: > Simple Cases (Within 30 Minutes) . Newly-Reported Unregistered Events (Walk-In Clients)	100% properly accepted/ processed outright Vital Events on Births, Deaths & Marriages	4	5	5	4.67	80%						
B. Preparation/Coding Review/ Assignment of LCR Registry No.	All accepted registrable vital events on births, deaths & marriages presented/ reported daily accurately prepared/ coded and assigned of LCR Reg. No. to its applicable civil registry certificates & supporting documents, as follows, per case received: > Simple Cases (Within 30 Minutes) . Newly-Reported Unregistered Events (Walk-In Clients)	100% accurately prepared/ coded/assigned of LCR Reg. No. Vital Events on Births, Deaths & Marriages	4	5	5	4.67	80%						

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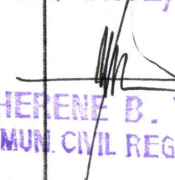

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			Q	E	T	A			
Operations									
C. Records Management > Continuous Monitoring and Preservation of Books & Documents Availability > Maintenance and/or update of Civil Registry Records ' Transcription Register > Maintenance of Fascimile Copies for Substitute Display to Original Copies on File Intended for OMCR's Staff Exclusive Use > Archiving Administration	All available books & documents duly-secured and well-kept intact thru staff-given utmost care year-round	100% well-intact/secured	5	5	5	5.0	80%		
	All available civil registry records transcription register duly-checked/ reviewed/updated year-round	100% updated/carefully checked & verified	5	5	5	5.0	80%		
	All available original copies of documents duly-maintained with fascimile copies and well-kept intact and ready for use anytime year-round	100% well-taken/maintained	5	5	5	5.0	80%		
	All available and/or current year duly-received and/or processed documents classified/consolidated/ compiled fully well-taken/ administered at end of month in 1 day	100% well-taken/administered completely/well-kept intact/secured	5	5	5	5.0	80%		
D. Preparation of Annual Accomplishment Report	Annual Accomplishment Report (AAR - CY 2017) duly-prepared & submitted on or before 15th day of February with 90% accuracy	Annual Accomplishment Report	5	5	5	5.0			
TOTAL RATING							49.34		
FINAL AVERAGE RATING							4.93		

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			Q	E	T	A			
Support to Operations									
A. CONTINUOUS INFORMATION DIS-SEMINATION SERVICES & OTHER CIVIL REGISTRATION SERVICES & OTHER RELATED EXTENSION SERVICES/COORDINATION ACTIVITIES 1. Holding/Implementation of Civil Registration Programs > Mass Wedding > Barangay Mobile Civil Registration > Month-Long February 2021 Civil Registration Month (CRM) Celebration > Barangay Civil Registration System (BCRS)	Mass Wedding done either church or civil marriages with all concerned all-out support	Mass Wedding	3	3	3	3.0	Non-Measurable		Depends upon recruits and availability of schedule by SO
	Barangay Mobile Civil Registration done with favorable civil registration output to constituents served	100% proper/orderly-held	4	5	5	4.67	80%		CERTIFIED TRUE/PHOTOCOPY: KATHERENE B. VERGARA NUN CIVIL REGISTRAR
	Month-long February 2021 CRM Celebration with favorable output thru given all-out support & properly/orderly-held conducted activities	100% proper/orderly-held/supported	5	5	5	5.0	80%		
	Duly-monitored updating of Barangay Civil Registration System (BCRS) Program continuously adopted within a year done every 6 months	100% proper/well-taken monitoring	4	5	5	4.67	80%		

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Support to Operations									
2. Microfilming Activity and/ or digitization of civil registry documents	Duly-microfilmed copy clearly processed within the PSA-OCRG (CRD/ DMD) given time slot and/ or digitized civil registry documents	4,244 documents processed/ digitized clearly	3	3	3	3.0	4,244 documents processed clearly		
3. Information Dissemination > Conduct of Civil Registration Information Dissemination Forum/Dialogue/ Trainings/ Workshop/Consultation/ Briefings	All-out supported & properly/orderly-held or conducted Civil Registration Information Dissemination Forums/ Dialogues/ Trainings/ Workshops/ Consultation/ Briefings with favorable output	100% well-organized/ managed and duly-supported	4	5	5	4.67	80%		
> Educational Campaigns/ Public Notice Posting/ Technical Assistance, Consultancy or Referrals to Partner Agencies (PSA-NSO/SSS/GSIS/Courts/ DFA/Embassies/Others)	All duly-received call or need for information dissemination properly or well-taken within a year outrightly	100% proper/well-taken	4	5	5	4.67	80%		
4. Capability Development Building/Support Activities > Civil Registration Forums/Con-Consultations/Dialogues/ Briefings/Workshops/Trainings	Duly-attended/supported/ participated duly-required or called-for Civil Registration Information Dissemination Forums/Consultation/ Dialogues/ Briefings /Workshops/ Trainings with favorable output	100% duly-attended/ supported/participated	4	5	5	4.67	80%		
5. Customer Assistance Case Referrals of Complicated Civil Registry Docs and Issuances	All consulted/reported case referrals duly-served well timely to the needs of clients for alternative remedial measures and/or favorable action to pending problem documents/ cases	100% well-served/assisted promptly	4	5	5	4.67	80%		

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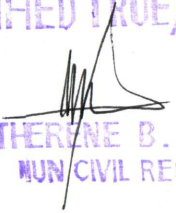
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Support to Operations									
B. OTHER SUPPORT ACTIVITIES (National/Regional/Provincial/ Municipal/Barangay-Level Activities)	Duly-supported/ participated/ attended duly-called- for or other offices and/or agencies' required OMCR's support- actions/compliance to called-for non-civil registration activities with favorable output > Bato Founding Anniversary > Holy Week Celebration > Bato Town Fiesta > Araw ng Kagitingan > Others' called-for activities (meetings/dialogues/consultations/ briefings/trainings/workshops/etc.)	100% duly-attended/ participated/supported	4	4	4	4.0	80%		
TOTAL RATING							38.02		
FINAL AVERAGE RATING							3.80		

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