INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM

I, JOHN PHILLIP AUGUSTUS P. ROJ. attainment of the following targets in ac	AS (Administrative Aide III) of Office of the cordance with the indicated Success Indicators for the per	ne Municipal Civil Registra riod <u>January 01 to Jun</u>			atanduan	es	, commit		agree to be rated on the
[A	7								Date
Approved by* Name:									
Position:									
Date: MAJOR FINAL OUTPUT (MFOs)/ PAPS	SUCCESS INDICATORS	ACCOMPLISHMENTS		SPMS Rat	ing System				
(Please add rows if necessary)	(Please add rows if necessary)	Monthly/Quarterly	Q	E	T	A	1st Sem	2nd Sem	REMARKS
General Administration and Support Se	rvices			-					
A. REPORT SERVICES TO ADMINISTRA- TIVE OFFICE 1. Personal Data Sheet (PDS)	Personal Data Sheet (CY 2021 PDS) duly-prepared &	1 Personal Data	5	5	5	5.0	1		
	submitted on or before 31st day of March with 90% accuracy	Sheet	J			3.0			
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		
							CERTIF	M	PHOTO COPY; VERGARA

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MAJOR FINAL OUTPUT (MFOs)/ PAPS	SUCCESS INDICATORS	ACCOMPLISHMENTS		SPMS Rati	ng System		1st Sem	2nd Sem	REM	1ARKS
(Please add rows if necessary)	(Please add rows if necessary)	Monthly/Quarterly	Q	E	Т	A	-			
General Administration and Support Ser	vices									
3. SPMS Individual Monthly	SPMS Individual Monthly Accomplishment Report	7 SPMS Individual	5	5	5	5.0			- 1	
Accomplishment Report (IMAR)	(IMAR) duly-prepared the semestral Target Report	Accomplishment	-							
	(CY 2021 - 2nd Sem.) on the 5th day of January and its	Report (IAR) > Target Report					1		-	
	end of month duly-updated/finalized Actual Report resubmitted on or before 25th day of the reported	(CY 2021- 2nd Sem.)					_		1	
	month with 90% accuracy	> Actual Reports	-				6	- 1		
	month with 50% accuracy	(Jan June 2021)								
4. SPMS Monthly Coaching	SPMS Monthly Coaching Summary Report (MCSR - CY	6 SPMS Monthly	5	5	5	5.0	6		describerands describerances and read describerance values reported the following section in the	
Summary Report (MCSR)	2021 1st Sem.) duly-prepared & submitted on the	Coaching Summary								
	30th day of the month preceeding the reported month	Report (MCSR -								
	with 90% accuracy	CY 2021 1st Sem.)		- P						
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							*			
										A.
									OTO COPY	RGARA
					TOTA	LRATING	20.00		Q _a	4 60
			ERATING	RATING 5.00			1.0			
			AVERAG	E RATING	4.58		WESTERN AND AND AND AND AND AND AND AND AND AN			
		The employee had perform	ed her d	uties and						THE STATE OF THE S
		functions as Administrative						March Cons	質量	
		OUTSTANDING				Final Rati	ing by Departr	ment Head:	Appropriate Appropriate Appropriate	lone)
The above rating has been discussed with me by the Division Chief									5	2
Name & Signature of RATEE:		Name & Signature of RATER:				Final Rating by Agency Head:				
A. w. low								SM		
	LIP AUGUSTUS P. ROJAS	KATHERENE B. VERGARA Municipal Civil Registrar					J	Nunicipal Mar		
Adn	amistrative Aide III	iviunicipal C	IVII Kegis	trar				Municipal Ma	y01	

INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW (IPCR) FORM

	cordance with the indicated Success Indicators for the							01 J	nuary 2021 Date
Approved by*	7								Date
Name:	1								
Position:									
Date:					and was the same and a same and a same and				
MAJOR FINAL OUTPUT (MFOs)/ PAPS	SUCCESS INDICATORS	ACCOMPLISHMENTS		SPMS Rati	ing System		1st Sem	2nd Sem	REMARKS
(Please add rows if necessary)	(Please add rows if necessary)	Monthly/Quarterly	Q	E	T	Α	130 30111	Ziid Seiii	VEIMWVV
Operations					y				
MFO 1: CIVIL REGISTRATION SERVICES A. Processing	All acceptable vital events on births, deaths &	100%	4	5	5	4.67	80%		
A. Processing	marriages presented/reported daily properly processed outright, as follows, per case received:	properly accepted/ processed outright							
	> Simple Cases (Within 30 Minutes) . Newly-Reported Unregistered Events (Walk-In Clients)	Vital Events on Births, Deaths & Marriages							
				n 1					
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:	100% accurately prepared/ coded/assigned of LCR Reg. No.	4	5	5	4.67	80%		
	 Simple Cases (Within 30 Minutes) Newly-Reported Unregistered Events (Walk-In Clients) 	Vital Events on Births, Deaths & Marriages					CERTI	FIED TRUE	РНОТО СОРУ:
							KAT	HERENE B	VERGARA

MAJOR FINAL OUTPUT (MFOs)/ PAPS	SUCCESS INDICATORS (Please add rows if necessary)	ACCOMPLISHMENTS Monthly/Quarterly		SPMS Rat	ing System		1st Sem	2nd Sem	REMARKS
(Please add rows if necessary)			Q	E	T	Α	130 3011		
Operations					_	_			
C. Copy Issuance	All duly-requested copy of civil registry documents were promptly issued in 15 minutes for each document within a day	promptly issued	5	5	5	5.0	80%		
		Civil Reg. Docs (Orig. Copies)							
		Cert'd. Copies							
MFO 2: RECORD MANAGEMENT SERVICES A. Information Management	All duly-received and/or transmitted documents duly-recorded/encoded/ updated accurately daily in 10 minutes	100% accurate/well-taken Incoming Communication Received	5	5	5	5.0	80%		
B. Database Build-Up Management (computerization of civil registry documents)	All duly-registered civil registry documents duly- computerized accurately daily in 15 minutes per document > Currently-Registered Documents	100% accurate/well-taken Currently- Registered Documents	5	5	5	5.0	80%	ED TRVE/F	ното сору:
	> Previously-Registered Documents	Previously- Registered Documents					KATHE	RENE B. V	ERGAÑ A TRAR

MAJOR FINAL OUTPUT (MFOs)/ PAPS	SUCCESS INDICATORS (Please add rows if necessary)	ACCOMPLISHMENTS	-	SPMS Rat	ing System		1st Sem	2nd Sem	REMARKS
(Please add rows if necessary)		Monthly/Quarterly	Q	E	Т	Α	131 36111	Ziid Seiii	NEW WING
perations									
C. Records Management > Continuous Monitoring and Preservation of Books & Documents Availablity	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%		
> Maintenance and/or update of Civil Registry Records ' Transcription Register	All available civil registry records transcription register duly-checked/reviewed/updated year-round	100% updated/carefully checked & verified	5	5	5	5.0	80%		
> Maintenance of Fascimile Copies for Substitute Display to Original Copies on File Intended for OMCR's Staff Exclusive Use	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%		
> Archiving Administration	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/adminis- tered completely/well- kept intact/secured	5	5	5	5.0	80%	CEA	D TRUE/PHOTO COP
duly	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		KATHER	ENE B. VERGARA LCIVIL REGISTRAR
					TOTA	L RATING	49.34		
				FINAL		E RATING	49.34	-	

INDIVIDUAL PERFORMANCE COMMITMENT and REVIEW FORM (IPCR)

								0:	1 January 2021
									Date
Approved by*									
Name:									
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Date:				Manuscript of the second					T
MAJOR FINAL OUTPUT/ PAPS	SUCCESS INDICATORS	ACCOMPLISHMENTS		SPMS Rat	ing System		1st Sem	2nd Sem	REMARKS
(Please add rows to MFO/PAPs if necessary)	(Please add rows for success indicators if necessary)	Monthly/Quarterly	Q	E	Т	Α	130 30111	2.10 50	
Support to Operations									
A. CONTINUOUS INFORMATION DIS-									
SEMINATION SERVICES & OTHER									
CIVIL REGISTRATION SERVICES				-					
& OTHER RELATED EXTENSION							-		
SERVICES/COORDINATION ACTIVI-									
TIES			,				,		
1. Holding/Implementation of Civil								- 2	
Registration Programs			2			2.0			Danas da con en en envita
> Mass Wedding	Mass Wedding done either church or civil		3	3	3	3.0	Non-		Depends upon recruits
	marriages with all concerned all-out support	Mass Wedding					Measurable		and availability of
									schedule by SO
> Barangay Mobile Civil	Barangay Mobile Civil Registration done with	100%	4	5	5	4.67	80%		The surface and surface and surface surface surface and surface an
Registration	favorable civil registration output to constituents	proper/orderly-held	7		3	4.07	0070		5-
Registration	served	proper/orderly-field							63
	Served								ARA A
									PHOTO COPY: VERGARA
> Month-Long February 2021	Month-long February 2021 CRM Celebration with	100%	5	5	5	5.0	80%		Same of a
Civil Registration Month	favorable output thru given all-out support &	proper/orderly-held/							1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
(CRM) Celebration	properly/orderly-held conducted activities	supported	-						
			-						
									Isseed Section 1
			- commence of the contract of			ļ			entropia on the second
> Barangay Civil Registration	Duly-monitored updating of Barangay Civil	100%	4	5	5	4.67	80%		
System (BCRS)	Registration System (BCRS) Program continiously	proper/well-taken							1 S
	adopted within a year done every 6 months	monitoring							Grand Grand Ferrott
	1	1	I				1	I	

MAJOR FINAL OUTPUT/ PAPS	SUCCESS INDICATORS	ACCOMPLISHMENTS		SPMS Rati	ng System		1st Sem	2nd Sem	REMARKS
(Please add rows to MFO/PAPs if necessary)	(Please add rows for success indicators if necessary)	Monthly/Quarterly	Q	Е	Т	А	15t Jein	Zila sem	
Support to Operations									
 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	documents processed/ digitized clearly	3	3	3	3.0	documents processed clearly		
 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%		*
 Capability Development Building/Support Activities Civil Registration Forums/Con-	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%		ERENE B. VERGARA
5. Customer Assistance Case Referrals of Complicated Civil Registry Docs and Issuances	, ,	100% well-served/assisted promptly	4	5	5	4.67	80%		A A A A A A A A A A A A A A A A A A A

MAJOR FINAL OUTPUT/ PAPS	SUCCESS INDICATORS	ACCOMPLISHMENTS		SPMS Ra	ting System		1st Sem	2nd Sem	REMARKS
(Please add rows to MFO/PAPs if necessary)	(Please add rows for success indicators if necessary)	Monthly/Quarterly	Q	E	Т	A	150 36111	Ziid Seiii	VEINIVIVO
Support to Operations					-			denous and the second	
B. OTHER SUPPORT ACTIVITIES	Duly-supported/participated/attended duly-called-	100%	4	4	4	4.0	80%		
(National/Regional/Provincial/	for or other offices and/or agencies' required	duly-attended/		1 4				-	
Municipal/Barangay-Level Activites)	OMCR's support- actions/compliance to called-for	participated/supported							
	non-civil registration activities with favorable							-	
	output		-						
	> Bato Founding Anniversary		-			7.0			
	> Holy Week Celebration								
	> Bato Town Fiesta								
	> Araw ng Kagitingan								
	> Others' called-for activities								
	(meetings/dialogues/consultations/								
	briefings/trainings/workshops/etc.)								
*									
					TOTA	AL RATING	38.02		
				FINAL	AVERAG	ERATING	3.80		

CERTIFIED TRUE/PHOTO COPY:

KATHERENE B. VERGARA NUN CIVIL REGISTRAR