



Republic of the Philippines
Department of Education
Regional Office No. VIII(Eastern Visayas)
SCHOOLS DIVISION OF ORMOC CITY
Ormoc City

CY 2023 INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

Name of Employee	Edelina B. Molina	Name of Rater	Maribel C. Bandejo EdD
Position	Administrative Officer II	Position	Administrative Officer V
Division	Schools Division of Ormoc City	Date of Review	January 18, 2024
Rating Period	January 1, 2023 - December 31, 2023		

TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION				
KEY RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	RATING				Score
					Q	E	T	AVE	
A. PERSONNEL ADMINISTRATION (50%)	Provide Human Resource Management support to the school head and coordinate with Division HRMO with Recruitment and Selection of applicants, promotion, transfer and processing of ERF for qualified teachers or personnel and facilitate submission to the SDO	3%	Year Round	5 - 100% of requested HRM support to the school head were addressed 4- 80% of requested HRM support to the school head were addressed 3- 60% of requested HRM support to the school head were addressed 2-40% of requested HRM support to the school head were addressed 1-20% of requested HRM support to the school head were addressed	5	5	5	5	0.15

RESULT AREA (KRA)	TO BE FILLED DURING PLANNING				TO BE FILLED DURING EVALUATION				
	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	RATING				Score
					Q	E	T	AVE	
	Check and validate completeness, veracity and authenticity of applicants documents to be submitted to the HRMO for preparation/issuance of appointment	3%	Year Round	5 - 100% of applicants documents were checked and validated its completeness, veracity and authenticity 4- 80% of applicants documents were checked and validated its completeness, veracity and authenticity 3-60% of applicants documents were checked and validated its completeness, veracity and authenticity 2-40% of applicants documents were checked and validated its completeness, veracity and authenticity 1-20% of applicants documents were checked and validated its completeness, veracity and authenticity	5	5	5	5.00	0.15
	Establish and maintained 201 filing system and database of all school personnel	5%	Monthly	5 - 100% up to date 201 files and database 4- 80% up to date 201 files and database 3-60% up to date 201 files and database 2-40% up to date 201 files and database 1-20% up to date 201 files and database	5	5	5	5	0.25
	Monitor and record attendance and absences of school personnel and Check and consolidate Daily Time Record (DTR) school personnel	5%	Monthly	5 - 100% submission of DTR 4- 80% submission of DTR 3-60% submission of DTR 2-40% submission of DTR 1-20% submission of DTR	4	4	4	4	0.2
	Prepare and submit report of personnel absences to OCSHS, MNHS and OCNHS	5%	Monthly	5 - 100% submission of Form 7 4- 80% submission of Form 7 3-60% submission of Form 7 2-40% submission of Form 7 1-20% submission of Form 7	5	5	5	5	0.25
	Prepare and submit Notice for Step Increment and salary adjustments of school personnel to HRMO for checking and verification	10%	Year Round	5 - 100% submission of NOSI and salary adjustment 4- 80% submission of NOSI and salary adjustment 3-60% submission of NOSI and salary adjustment 2-40% submission of NOSI and salary adjustment 1-20% submission of NOSI and salary adjustment	5	5	5	5.00	0.50

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	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	RATING				Score
					Q	E	T	AVE	
	Facilitate submission of leave applications, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests of the school head and its personnel for indorsement to the SDO	8%	Year Round	5 - 100% of application of leaves, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests were submitted to SDO 4- 80% of application of leaves, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests were submitted to SDO 3-60% of application of leaves, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests were submitted to SDO 2-40% of application of leaves, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests were submitted to SDO 1-20% of application of leaves, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests were submitted to SDO	5	5	5	5	0.40
	Assist the school head in preparing of HR-related reports and submits the same to the HRMO	3%	Year Round	5 - 100% of HR related reports were submitted to HRMO 4- 80% of HR related reports were submitted to HRMO 3-60% of HR related reports were submitted to HRMO 2-40% of HR related reports were submitted to HRMO 1-20% of HR related reports were submitted to HRMO	5	5	5	5	0.15

RESULT AREA (KRA)	TO BE FILLED DURING PLANNING				TO BE FILLED DURING EVALUATION				
	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	RATING				Score
					Q	E	T	AVE	
	Compute and submit maternity benefit claims, step increment, salary differentials, PVP and etc) to SDO for processing, funding and release.	8%	4th Quarter	5 - 100% of Maternity claims, Salary Differentials and PVP were submitted to SDO 4- 80% of Maternity claims, Salary Differentials and PVP were submitted to SDO 3-60% of Maternity claims, Salary Differentials and PVP were submitted to SDO 2-40% of Maternity claims, Salary Differentials and PVP were submitted to SDO 1-20% of Maternity claims, Salary Differentials and PVP were submitted to SDO	5	5	5	5.00	0.40
B. PROPERTY CUSTODIANSHIP (35%)	Facilitate in the procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the School Head	5%	As needed	5 - 100% facilitated procurement of the school 4- 80% facilitated procurement of the school 3-60% facilitated procurement of the school 2-40% facilitated procurement of the school 1-20% facilitated procurement of the school	5	5	5	5	0.25
	Ensure proper storage and maintain updated inventory of all supplies, materials, equipment, textbooks and other learning resource materials in the school, conducts semi-annual inventory on all school properties	10%	Year Round	5 - 100% of school property are accounted and safekeep 4- 80% of school property are accounted and safekeep 3-60% of school property are accounted and safekeep 2-40% of school property are accounted and safekeep 1-20% of school property are accounted and safekeep	5	5	5	5	0.5


RESULT AREA (KRA)	TO BE FILLED DURING PLANNING				TO BE FILLED DURING EVALUATION				
	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	RATING				Score
					Q	E	T	AVE	
	Issue supplies, materials, equipment, textbooks and other learning resource materials to requesting teaching and non-teaching personnel in the school	10%	As needed	5 - 100% of supplies, materials, equipment, textbooks and other learning resource materials were issued to requesting school personnel 4- 80% of supplies, materials, equipment, textbooks and other learning resource materials were issued to requesting school personnel 3-60% of supplies, materials, equipment, textbooks and other learning resource materials were issued to requesting school personnel 2-40% of supplies, materials, equipment, textbooks and other learning resource materials were issued to requesting school personnel 1-20% of supplies, materials, equipment, textbooks and other learning resource materials were issued to requesting school personnel	5	5	5	5	0.5
	Prepare and submit reports on all property accountability of the school	10%	Monthly	5 - 100% submitted inventory reports to DO 4- 80% submitted inventory reports to DO 3-60% submitted inventory reports to DO 2-40% submitted inventory reports to DO 1-20% submitted inventory reports to DO	4	4	4	4	0.4
C. GENERAL ADMINISTRATIVE SUPPORT (10%)	Assist the school head in the preparation of the School Form 7 (SF7) loading of teachers	5%	Annually	5 - 100% submitted SF7 to DO 4- 80% submitted SF7 to DO 3-60% submitted SF7 to DO 2-40% submitted SF7 to DO 1-20% submitted SF7 to DO	5	5	5	5	0.25


TO BE FILLED DURING PLANNING					TO BE FILLED DURING EVALUATION				
RESULT AREA (KRA)	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	RATING				Score
					Q	E	T	AVE	
	Provide general administrative support to the school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.	5%	As needed	5 - 100% of requested administrative support were addressed 4- 80% of requested administrative support were addressed 60% of requested administrative support were addressed 2-40% of requested administrative support were addressed 1-20% of requested administrative support were addressed	5	5	5	5	0.25
F. OTHER TASK (5%)	<p>To perform the following BAC related functions:</p> <p><i>To prepare bidding documents for the procurements of the Division Office</i></p> <p><i>To facilitate issuance of bidding documents of the Division Office to prospective bidders</i></p> <p><i>To post Request for Quotation (amounting above 50k) and Invitation to Bid in the PhilGEPS (Division Office Procurement)</i></p> <p><i>To assist the TWG in conducting the post qualification evaluation activities by coordinating with the prospective bidders in their compliance in the submission of relevant documents as requested by the TWG</i></p> <p><i>To prepare consolidated 2022 PPMP of the division office</i></p>	4.8%	<p>As needed</p> <p>As needed</p> <p>As needed</p> <p>As needed</p> <p>1st Quarter</p>		5	5	5	5	0.24

ULT AREA (KRA)	TO BE FILLED DURING PLANNING				TO BE FILLED DURING EVALUATION				
	OBJECTIVES	WEIGHT PER OBJECTIVE	TIMELINE	PERFORMANCE INDICATOR (Quality, Efficiency, Timeliness)	RATING				Score
					Q	E	T	AVE	
	To prepare and submit PMR, APP and APCPI results of the DepEd-Ormoc City Division to GPPB	0.20%	1st and 3rd Quarter						
	To safekeep and maintained organized BAC related documents		Year Round						
	Prepare all reports and filling of all procurement related documents of the agency for the conduct of APCPI assessment.		1st Quarter						
	Monitor vehicle request and plot schedule of all vehicles in the Division Office		Year Round						
	Monitor attendance and performance of all JO Personnel in the division		Year Round		4.00	4.00	4.00	4.00	0.01

OVERALL RATING FOR ACCOMPLISHMENTS:		4.85
Descriptive Rating:		Outstanding


 EDELINA B. MOLINA
 RATEE


 MARIBEL C. BANAJEJO EdD
 RATER


 MARIA CLAUDITH L. MANAWATAO
 APPROVING AUTHORITY

PART II: COMPETENCIES

CORE BEHAVIORAL COMPETENCIES

Self Management

- ✓ Sets personal goals and direction, needs and development
- ✓ Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.
- ✓ Displays emotional maturity and enthusiasm for and is challenged by higher goals.
- ✓ Prioritize work tasks and schedules (through Gantt Charts, Checklists, etc.) to achieve goals.
- ✓ Sets high quality challenging realistic goals to self and others.

Professionalism and Ethics

- ✓ Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713)
- ✓ Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions
- ✓ Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.
- ✓ Makes personal sacrifices to meet the organization's needs.
- ✓ Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.

Result Focus

- ✓ Achieves results with optimal use of time and resources most of the time.
- Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.
- Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.
- ✓ Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.
- ✓ Makes specific changes in the system or in own working methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently, or improving quality, customer satisfaction, morale, without setting any specific goal.

Teamwork

- ✓ Willingly does his/her share of responsibility.
- ✓ Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.
- ✓ Applies negotiation principles in arriving at win-win agreements.
- ✓ Drives consensus and team ownership decisions.
- ✓ Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.

Service Orientation

- ✓ Can explain and articulate organizational directions, issues and problems.
- ✓ Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.
- ✓ Initiates activities that promotes advocacy for men and women empowerment.
- ✓ Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.
- ✓ Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.

Innovation

- ✓ Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).
- Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.
- ✓ Promotes a creative climate and inspires co-workers to develop original ideas or solutions.
- ✓ Translates creative thinking into tangible changes and solutions that improve the work unit and organization.
- ✓ Uses ingenious methods to accomplish responsibilities.
- ✓ Demonstrates resourcefulness and the ability to succeed with minimal resources.

CORE SKILLS

Oral Communication

- ✓ Follows instructions accurately.
- ✓ Expresses self clearly, fluently and articulately.
- ✓ Uses appropriate medium for the message.
- ✓ Adjust communication style to others.
- ✓ Guides discussions between and among peers to meet an objective.

Written Communication

- ✓ Knows the different written business communication formats used in the DepEd.
- Writes routine correspondence/communications, narrative, and descriptive report based on readily available information data with minimal spelling or grammatical error/s (e.g. memos, minutes, etc.)
- ✓ Secures information from required references (i.e., Directories, schedules, notices, instructions) for specific purposes.
- Self-edits words, numbers, phonetic notation and content, if necessary.
- Demonstrates clarity, fluency, impact, conciseness and effectiveness on his/her written communication.

Computer/ICT Skills

- Prepares basic compositions (e.g., letters, reports, spreadsheets, graphics presentation using Word Processing and Excel).
- ✓ Identifies different computer parts, turns the computer on/off and works on a given task in acceptable, speed and accuracy and connects computer peripherals (e.g. printers, modems, multimedia projectors, etc.)
- ✓ Prepares simple presentation using PowerPoint.
- ✓ Utilizes technologies to: access information to enhance professional productivity assists in conducting research and communicates through local and global professional networks.
- ✓ Recommends appropriate and updated technology to productivity and professional practice.

OVERALL COMPETENCY RATINGS

CORE BEHAVIORAL COMPETENCIES

4.67

CORE SKILLS

5

OVERALL RATING

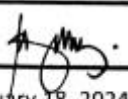
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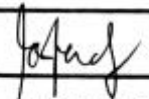
PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Rating	Adjectival Rating
Accomplishment of KRAs and Objectives	4.85	Outstanding

Rater - Ratee Agreement


The signature below confirm that the employee and his/her superior have agreed on content of this appraisal and the performance rating.


Name of Employee	EDELINA B. MOLINA
Signature	
Date	January 18, 2024


Name of Superior	MARIBEL C. BANDEJO EdD
Signature	
Date	January 18, 2024

PART IV: DEVELOPMENT PLANS

Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resource Needed
Can work well with no supervision	HRM Professional/Leadership and Development Programs		As soon as possible	Technical Assistance
Has sense of responsibility and accountability	Procurement related trainings (such as blacklisting, e-bidding, green procurement)		As soon as possible	Technical Assistance
Team Player				
Innovative in making strategies on how to expedite my work with quality				


EDELINA B. MOLINA
Administrative Officer II


MARIBEL C. BANDEJO EdD
School Principal III


MARIA CLAUDITH L. MANAWATAO
Administrative Officer V