



Republic of the Philippines
Department of Education
Region No. VIII (Eastern Visayas)
Division of Leyte
Jaro III District
Canhandugan Elementary School

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM
Administrative Support Staff

Name of Employee: REGIEN M. GAMBA Position: ADMINISTRATIVE SUPPORT STAFF School/Center/Service/Division: CANHANDUGAN ELEMENRARY SCHOOL Rating Period: APRIL-NOVEMBER 2024						Name of Rater: ROMEO P. GARRIDO Position: Principal I Date of Review: November 2024					
TO BE FILLED DURING PLANNING						TO BE FILLED DURING EVALUATIONS					
MFOs	KRAs	OBJECTIVES	TIMELINE	WEIGHT PER KRA	WEIGHT PER OBJECTIVE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS			RATING	SCORE
							Q	E	T		
	1. Clerical Functions	1. Assist the School Head in the submission of school reports.	Monthly	85%	15%	fast & efficient processing	5	5	5	5	0.75
		2. Perform other administrative and technical assistance as maybe determined by the School head.	Monthly		15%	fast & efficient processing	5	5	4	4.66667	0.7
		3. Release the requested	Monthly		15%	fast & efficient	5	5	4	4.66667	0.7



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 888-3527
Email Address: leyte.ro8@deped.gov.ph
Website: <https://depedleytedivision.com>



Handwritten: School Head
Roulo P. Garrido

To get the score, the rating is multiplied by the weight assigned																												
MF0s	KRAs	2. Messenger Functional Functions/s	3. Plus Factor	Delivers School Memorandum and communication letters throughout the campus to convey to all teachers and subject coordinators.	Monthly	15%	100%	5%	Renders overtime when needed & required	5	5	5	4	4.6667	0.2													
				Serviceability at all times.	Monthly																							
	OBJECTIVES	TIMELINE	PER KRA WEIGHT	100%	WEIGHT PER OBJECTIVE	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS			RATING	SCORE																	
							Q	E	T																			
							form 137 and other documents such as homeroom, ECCD, and live birth.	4. Assist in the preparation of School form 2 and school 4	Monthly	5	5	4	4.6667	0.7														
							5. Records all the incoming and outgoing documents.	Monthly	4	5	4	4.3333			0.65													
6. Photocopy various documents and does other paper woks.	Monthly	5	4	5	4.6667	0.47																						
	KRAs	2. Messenger Functional Functions/s	3. Plus Factor	Delivers School Memorandum and communication letters throughout the campus to convey to all teachers and subject coordinators.			Monthly	15%	100%	10%	Effective dissemination		5	5		5	4	4.6667	0.47									
												Serviceability at all times.	Monthly															
					Overall Rating for Accomplishments: OUTSTANDING																							
					4.64																							



Republic of the Philippines
Department of Education
Region No. VIII (Eastern Visayas)
Division of Leyte
Jaro III District



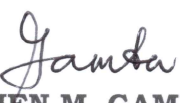
CANHANDUGAN ELEMENTARY SCHOOL
SUMMARY OF IPCRF
CY 2024

MFO	KRA	OBJECTIVE S	WEIGHT PER KRA	ACTUAL RESULT			RATING	SCORE
				Q	E	T		
1	Clerical Functions	1	15%	5	5	5	5	0.75
		2	15%	5	5	4	4.66667	0.7
		3	15%	5	5	4	4.66667	0.7
		4	15%	5	5	4	4.66667	0.7
		5	15%	4	5	4	4.33333	0.65
		6	10%	5	4	5	4.66667	0.47
2	Messengeri al Funchtions	1	10%	5	5	4	4.66667	0.47
3	Plus Factor	1	5%	5	5	4	4.66667	0.2
OVERALL RATING FOR ACCOMPLISHMENTS								4.64
ADJECTIVAL RATING								S

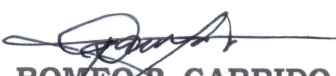
Key to Description Rating

4.500-5.000	OUTSTANDING
3.500-4.499	VERY SATISFACTORY
2.500-3.499	SATISFACTORY
1.500-2.499	POOR

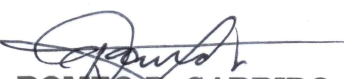
Ratee:


REGIEN M. GAMBA
Administrative Support Staff

Rater:


ROMEO P. GARRIDO
Principal I

Approved:


ROMEO P. GARRIDO
Principal I

CERTIFIED TRUE COPY:

ROMEO P. GARRIDO
School Head



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 888-3527
Email Address: leyte.ro8@deped.gov.ph
Website: <https://depedleytedivision.com>