



INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
CALENDAR YEAR 2021

Name of Ratee: **LORISA JOY B. SACRO**
Position: **Administrative Assistant II**

Name of Rater: **DELIO R. AMANTE JR.**
Position: **Head Teacher I**

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				Rating	SCORE
				Q	E	T	AVE		
KRA 1: Accounting Records			30%						
1.1	File Copy of Monthly MOOE Liquidation Report maintained	Year Round	20%	5	5	3	4.333	0.867	0.867
1.2	File Copy of Liquidation Reports for Other Program Funds maintained (SBFP, BE-LCP, Titling, Gulayan sa Paaralan, TAG) maintained	Year Round	10%	5	5	4	4.667	0.467	0.467
KRA 2: Accounting Reports			60%						
2.1	Complete set of attachments per voucher prepared	Year Round	20%	5	4	4	4.333	0.867	0.867
2.2	Monthly MOOE Liquidation Report submitted	Year Round	10%	5	4	4	4.333	0.433	0.433
2.3	Liquidation Report for Other Program Funds submitted	Year Round	10%	5	5	4	4.667	0.467	0.467
2.4	Updated liquidation report in the transparency board posted	Year Round	10%	5	5	4	4.667	0.467	0.467
2.5	Quarterly Report on Revenue and Other Receipts submitted	Year Round	10%	5	5	4	4.667	0.467	0.467
KRA 3: Ancillary Services			10%						
3.1	Assistance to School Heads related reports and concerned provided	Year Round	1%	5	5	4	4.667	0.047	0.047
3.2	Assistance to teachers, visitors and stakeholders provided	Year Round	2%	5	5	4	4.667	0.093	0.093
3.3	School Related Records maintained and compiled	Year Round	1%	5	5	4	4.667	0.047	0.047
3.4	Attended to School related activity on designated time	Year Round	1%	5	5	4	4.667	0.047	0.047
3.5	Teachers'/School Heads' documents, reports and other forms received and submitted to Division Office	Year Round	1%	5	5	4	4.667	0.047	0.047
3.6	Consolidated MPS, Least Learned Skills, Com. Coverage, Percentage of Passers, Summative Test, SF9 and SF4 prepared and submitted	Year Round	1%	5	5	4	4.667	0.047	0.047
3.7	Teachers' Attendance and Submission of Reports monitored	Year Round	2%	5	5	4	4.667	0.093	0.093
3.8	DTR of School Employees with complete attachments submitted	Monthly	1%	5	5	4	4.667	0.047	0.047
			100%	Numerical Rating					4.500
				Adjectival Rating					(O)

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

LORISA JOY B. SACRO
Administrative Assistant II
Ratee

Reviewed by:

DELIO R. AMANTE JR.
Head Teacher I
Rater

Approved by:

JOSEPHUS ANTHONY T. DUENAS
Administrative Assistant II
Approving Authority



"Minding our school children and their communities is our core business!"

