

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR TEACHERS

Name of Employee:	MIKEE S. GALLARON	Name of Rater:	MS. MA. FATIMA M. AY-AY
Position:	GRADE 12	Position:	Group Subject Leader/Asst Principal
Bureau/Center/Service/Division:	JE MONDELJAR COMPUTER COLLEGE	Date of Review:	August 22, 2022
Rating Period:	SEPTEMBER 2021 - JUNE 2022		

TO BE FILLED OUT DURING PLANNING													
PERFORMANCE INDICATORS													
					Outstanding 5	Very Satisfactory 4	Satisfactory 3	Unsatisfactory 2	Poor 1	Rating (Quality)	SCORE		
Basic Education Services	MFO	KRAS	OBJECTIVES	TIMELINE	QET	Quality	Delivered highly effective and engaging learning experiences that aligned with the learning goals and incorporated various collaborative learning strategies.	Delivered effective and engaging learning experiences that aligned with the learning goals and encouraged learner participation, cooperation, and collaboration.	Delivered effective and aligned learning experiences that encouraged some degree of learner participation, cooperation, and collaboration.	Delivered learning experiences that partially aligned with the learning goals and somewhat encouraged learner participation, cooperation, and collaboration.	Limited lesson planning skills demonstrated; lesson plans do not reflect a basic understanding of content within and across the curriculum areas and may not align with instructional standards.	5	5
						Quality	Used research-based knowledge and/or principles of teaching in all the components of instruction in the lesson plan to improve student learning	Used research-based knowledge and/or principles of teaching in two components of instruction in the lesson plan to improve student learning	Used research-based knowledge and/or principles of teaching in one component of instruction in the lesson plan to improve student learning	Use of research-based knowledge and/or principle of teaching and learning is identified but was poorly used as basis for planning/designing the lesson.	No acceptable evidence was shown	5	5
						Quality	Demonstrated exceptional proficiency in using Mother Tongue, Filipino, and English, consistently using expressive language that promotes effective communication and facilitates rich teaching and learning experiences.	Demonstrated proficient proficiency in using Mother Tongue, Filipino, and English, consistently using effective, clear, and appropriate language for facilitating teaching and learning.	Demonstrated adequate proficiency in using Mother Tongue, Filipino, and English, generally using effective and appropriate language for facilitating teaching and learning.	Demonstrated developing proficiency in using Mother Tongue, Filipino, and English, generally using effective language, but occasional errors or awkward phrasing may occur.	1. Demonstrated limited proficiency in using Mother Tongue, Filipino, and English, with unclear or ineffective language that hinders teaching and learning.	5	5

[illegible]

[illegible]

	10. Adapted and implemented learning programs that ensure relevance and responsiveness to the needs of all learners	SY 2021-2022	Quality	Evaluated the adapted/contextualized learning program	Monitored progress of the adapted/contextualized learning program while being implemented	Completed the implementation of the adapted/contextualized learning program	Planned for the implementation of the adapted/contextualized learning program	No acceptable evidence was shown	5	5
	11. Utilized assessment data to inform the modification of teaching and learning practices and programs	SY 2021-2022	Quality	Implemented a teaching and learning strategy/program using materials based on learners' assessment data as evidenced by a list of least/most mastered skills	Developed materials based on learners' assessment data as evidenced by a list of identified least/most mastered skills	Planned for a teaching and learning strategy and/or program based on learners' assessment data as evidenced by a list of identified least/most mastered skills	Analyzed learners' mastered skills based on the frequency of errors and correct responses as evidenced by a list of identified least/most mastered skills	No acceptable evidence was shown	5	5
4. Community Linkages and Professional Engagement & Personal Growth and Professional Development	12. Maintained learning environments that are responsive to community contexts	SY 2021-2022	Quality	Collaborated with the community stakeholder in the implementation/completion of a program/project, and/or activity that maintains a learning environment responsive to the community contexts	Planned with the community stakeholders, a program, project, and/or activity that maintains a learning environment responsive to the community contexts	Conducted a consultative meeting with the community stakeholders on a program, project, and/or activity that maintains a learning environment responsive to the community contexts	Communicated with the community stakeholders about a program, project, and/or activity that maintains a learning environment responsive to the community contexts	No acceptable evidence was shown	5	5
	13. Reviewed regularly personal teaching practice using existing laws and regulations that apply to the teaching profession and the responsibilities specified in the Code of Ethics for Professional Teachers	SY 2021-2022	Quality	Exhibited an improved practice through one's teaching as impact of regularly reviewing one's teaching practice/s using laws and regulations that apply to the profession and the responsibilities in the Code of Ethics for Professional Teachers	Exhibited an improved practice through a teaching material as impact of regularly reviewing one's teaching practice/s using laws and regulations that apply to the profession and the responsibilities in the Code of Ethics for Professional Teachers	Reviewed personal teaching practices using laws and regulations that apply to the profession and the responsibilities in the Code of Ethics for Professional Teachers in 4 quarters with reflection outputs	Participated in the review of personal teaching practices using laws and regulations that apply to the profession and the responsibilities in the Code of Ethics for Professional Teachers in 4 quarters	No acceptable evidence was shown	5	5

	14. Complied with and implemented school policies and procedures consistently to foster harmonious relationships with learners, parents and other stakeholders	SY 2021-2022	Quality	Sustained engagement with the learners, parents/guardians and other stakeholders regarding school policies and procedures through school-community partnership/s	Discussed with learners, parents/guardians, and other stakeholders the implemented school policies and procedures	Communicated with learners, parents/guardians, and other stakeholders the implemented school policies and procedures	Implemented school policies and procedures without consulting the learners, parents/guardians and other stakeholders	No acceptable evidence was shown	5	5
	15. Applied a personal philosophy of teaching that is learner-centered	SY 2021-2022	Quality	Applied learner-centered teaching philosophy in the lesson plan in all the components of instruction in the lesson plan to improve student learning	Applied learner-centered teaching philosophy in the lesson plan in two components of instruction in the lesson plan to improve student learning	Applied learner-centered teaching philosophy in the lesson plan in one component of instruction in the lesson plan to improve student learning	Application of learner-centered teaching philosophy is reflected but was poorly used as basis for planning/designing the lesson	No acceptable evidence was shown	5	5
	16. Adopted practices that uphold the dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect and integrity.	SY 2021-2022	Quality	Exhibited dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect and integrity with affirmation from different school stakeholders	Exhibited dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect and integrity with affirmation from any school stakeholder	Adopted practices that uphold the dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect and dignity	Adopted a practice that uphold the dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect and dignity	No acceptable evidence was shown	5	5
5. Plus Factor	17. Performed various related works/activities that contribute to the teaching-learning process	SY 2021-2022	Quality	Performed at least 1 related work/activity that contribute to the teaching-learning process beyond the school/Community Learning Center (CLC)	Performed at least 1 related work/activity that contribute to the teaching-learning process within the school/Community Learning Center (CLC)	Performed at least 1 related work/activity that contribute to the teaching-learning process within the learning area/departement	Performed at least 1 related work/activity that contributed to the teaching-learning process within the class	No acceptable evidence was shown	5	5
RATING FOR OVERALL ACCOMPLISHMENTS										5

REMARKS: *He has displayed outstanding performance throughout the school year & consistently demonstrated exceptional teaching skills & a passion for his caring students.*

ADJECTIVAL RATING EQUIVALENCES	
RANGE	ADJECTIVAL RATING
4.500-5.000	Outstanding
3.500-4.499	Very Satisfactory
2.500-3.499	Satisfactory
1.500-2.499	Unsatisfactory
Below 1.499	Poor

MIKE S. GALLARON
Ratee

MS. MA. FATIMA M. AY-AY
Rater

Opem Tadiya
MS. MAY A. MANATAD
APPROVING AUTHORITY

DTI - 10240000-0072

DSWD FIELD OFFICE VIII

Department of Social Welfare and Development
INDIVIDUAL PERFORMANCE CONTRACT REVIEW

FY 2023, July - December

RECEIVED

Human Resource Planning and Performance Management Section

Name of Ratee:		MIKEE S. GALLARON				DATE: 6/1/24		TIME: 10:07 AM	
Position:		PDO II				By: [Signature]			
Designation (if applicable):									
Office:		Capacity Building Section				21/01/24			

KEY RESULTS AREA	Weight Allocation	PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENT (Quantity, Quality, Timeliness)	RATING				Weighted Average (Weighted Average * Weight Allocation)	REMARKS
				Qn	Ql	T	Ave		
Strategic Priorities	30%								
Technical Assistance and resource Augmentation (TARA)		Number of LGUs with improved functionality							
	7%	QN: Ensure 100% or 20 of the targeted LGUs have Service Delivery Capacity Index Score (CBS - 10 LGUs & Regional Monitoring Team - 10 LGUs Ql: Average scores of targeted LGUs have increased with added form the baseline index score of .60 or more + maintained level 3 scores T: By the end December 2023	100% or 49 out of 53 LGUs (51 MSWDOs, 1 CSWDOs, and 1 PSWDOs) that were assessed have improved their functionality level and index score within the 2nd Semester	5.00000	5.00000	5.00000	5.00000	0.35000	
		Number of LGU's provided with TA within the planned period							
	7%	QN: Ensure 100% (32) of the targeted LGUs provided with atleast one (1) TA. Ql: Average scores of targeted Lgus with added form the baseline index score of .60 or more + maintained level 3 scores TA implemented as planned within the planned period as reflected in the WFP T: By the end of December 2023	100% or 148 LSWDOs (135 MSWDOs, 7 CSWDOs, and 6 PSWDOs) received technical assistance from the different FO VIII ODSUs within the 2nd Semester	4.00000	3.00000	3.00000	3.33333	0.23333	
	3%	QN: Coordinate with DRMD to capture the 100% (ANA) and above of the targeted LGUs provided with Resource Augmentation in accordance with the 3-year plan for the quarterly and semestral TARA accomplishment per Quarter and Semester Report Ql: Not Applicable T: 9 days advance	100% or 72 LGUs had been provided with RA within the 2nd Semester with a total of 290,712 Family Food Packs amounting to Php 175,498,947.57, non-food items costing Php 1,833,795.94, and food for work amounting to Php 24,218,193.44 with a total amount of Php 201,650,936.95	4.00000	N/A	3.00000	2.33333	0.07000	
		Number of Product that underwent at least two consecutive sub processes of the Knowledge Cycle as defined in AO 9, s. 2022 or the implementing Guidelines of the DSWD Knowledge Management Framework							
	2%	QN: Document and submit 1 success story of partner LGU relative to Organizational Outcome 005 Ql: MOVs follow department standards for KPs and KSS T: Submitted by the end of December 2023	1 Knowledge Product documented and endorsed at the SWIDB TA Portal that meets the minimum criteria found in AO 5, S 2016 of the KP Development Process Guide to wit Success Story - "LGU Basey's Receptive Co-Implementer: Enriching SWD Programs and Services" - March 31, 2023.	5.00000	5.00000	5.00000	5.00000	0.10000	

CERTIFIED TRUE COPY

Organization Knowledge Product documented

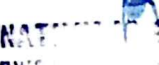
ANN RITIEL C. CARAGOS
AO V/OIC CHIEF, HRMDD

HPMES Report Requirements		Quarterly Accomplishment Report (HPMES Form 4) submitted every 20th day of the month after the reference quarter.							
	4%	QN: Review/provide inputs in the two (2) quarterly accomplishment report QI: Document/s submitted with endorsement memorandum addressed to PDPB, signed approved the head of Office, no revisions required. T: 3 days before the deadline	Prepared one (1) 005 HPMES Quarterly Accomplishment Reports using the HPMES Form 4 Tool and submitted to S/WIDB last October 5, 2023	3 00000	3 00000	3 00000	3 00000	0.12000	
		Semestral Assessment Reports Submitted							
	4%	QN: Prepare and submit one (1) semestral accomplishment report QI: Document/s submitted with endorsement memorandum addressed to PDPB, signed and approved by the Head of Office, no revisions required T: 3 days before the deadline or earlier	2nd Semester Report is submitted during the 2nd week of January 2024	1 00000	3 00000	3 00000	2.33333	0.09333	
		Percentage of Obligation Rate							
Financial Management	2%	QN: Ensure 100% of the budget utilized QI and T: Not applicable	Php 797,732.04 or 32% of the total allocation was obligated for the semester in accordance with the reported SAOB and TARA fund status report	2 00000	n/a	2 00000	2 00000	0.04000	
	1%	Percentage of Disbursement Rate QN: Ensure 101% and above of the obligation was disbursed QI and T: Not Applicable	Php 506,672.84 or 29% of the total allocation was disbursed for the semester in accordance with the reported HPMES Financial Report and TARA fund status report	1 00000	N/A	2 00000	1 50000	0.01500	
Core Functions	50%								
Assist in the preparation of the TARA Plan of the Region.	10%	QN: Conduct of RMT meetings for the SDCA conduct QI: N/A T: Within the review period	Assisted in the conduct of 1 Regional Monitoring Team Meeting last July 11, 2023 Assisted 3 technical assistance to identified Regional Monitoring Team: IDCB Focal Meeting (July 17, 2023) Technical Support for Home for Girls (July 26, 2023) SFO Biliran, PDO II, MLs (July 18, 2023)	5 00000	N/A	5 00000	5 00000	0.50000	
Support the TARA Focal Person in the preparation of TARA reports such as the accomplishment report, SDCCA results analysis, etc.	10%	QN: Total number of SDCA forms recorded within the established timeframe QI: Consistently and accurately recorded without any errors or missing information T: Within the review period	21 out of 49 assessed LGUs are thoroughly checked and reviewed before encoding. Ongoing supervision and updating during encoding to ensure accuracy and transparency of the SDCA forms for Central Office submission.	3 00000	3 00000	3 00000	3 00000	0.30000	
Facilitate activities related to TARA program monitoring.	10%	Q: Ensure 100% of TARA program activities is conducted and managed with accuracy, adherence to program guidelines, and alignment with program objectives. Q: Number of TARA program activities successfully completed within the review period T: conducted within the review period	Conducted and endorsed SDCA forms to 21 identified municipalities as assigned by the focal Simultaneous monitoring of assigned LSWDOs and RMT for SDCA Conduct Assisted in the conduct of LSWDO Consultation Meeting SPDR Workshop of LSWDOs collaborative output	5 00000	5 00000	5 00000	5 00000	0.50000	
	10%	Q: Accuracy of the updates obtained on the utilization of TARA Funds, measured by the percentage of updates that align with the actual expenses and allocations Q: Frequency of updates obtained on the utilization of TARA Funds within a specified reporting period T: within the review period	Coordinated with TARA fund controllers and consolidated it using the Financial Report Tool. As of October 2023 fund status report. Allocation - 8,125,000.00 Obligation - 1,770,470.98 (21.79) Utilization - 1,674,472.51 (20.61%)	3 00000	3 00000	3 00000	3 00000	0.30000	

CERTIFIED TRUE COPY

(Coordinate with concerned staff to get updates on the utilization of the TARA funds.

ANN RITCEL C. CARAGOS
AO VOIC CHIEF, HRMDD

Assist the TARA focal in implementing TARA related activities in the Region;	10%	Q: Percentage of TARA-related activities implemented with a high level of accuracy and adherence to program guidelines and standards. Q: Number of TARA-related tasks or responsibilities successfully completed within a given timeframe. T: within the targeted timeframe	Facilitated trainings on Data and Records Management and SPDR use and formulation	5 00000	5 00000	5 00000	5 00000	0 50000	
Support Functions	20%								
1. Perform other job-related functions as delegated by the Immediate Supervisor	20%	Performed the function as directed	Served as a representative of the immediate supervisor responsible for hiring both internal and external candidates	5 00000	5 00000	5 00000	5 00000	1 00000	
								FINAL RATING	4.12167
								ADJECTIVAL RATING	Very Satisfactory
Comments/Recommendations:									
Prepared by: Position:  MIKE S. GALLARON PDD II Date: 01/24/204 Recommending Approval: Position:  GINA D. OGAY SWO V/DC, PSD Date: 01/24/204 Approved by: Position:  NATHANIEL E. SEGUINTO SWO Date: 2/14/2024									

CERTIFIED TRUE COPY



ANN RITZEL C. CARAGOS
AO V/OIC CHIEF, HRMDD

