



Republic of the Philippines Department of Education (DepED) Region VIII (Eastern Visayas) BAYBAY CITY DIVISION Baybay City, Leyte



BAYBAY CITY DIVISION

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM CY: 2019

Name: Position: VIVIAN JOY L. ROLUNA Job Order - Staff

Bureau/Center/

CID

Service/Division:

DATE: Name of Rater: JOSEPHUS ANTHONY T. DUENAS
Position: Administrative Officer V

BAYBAY CITY, LEYTE

Date of Review:

KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	ACTUAL RESULTS					
				Q	E	I	Ave	RATING	SCORE
RA 1: Records M		- Commission of the Commission	40%						7
1.1	Documents/ communications received, released, recorded, and routed.	Year-Round	30%	4	4	4	4.000	4.000	1.200
1.2	Filling system that makes records and documents maintained	Year-Round	10%	5	4	4	4.333	4.333	0.433
RA 2: Administrat	live Support		40%						SECTION AND ADDRESS OF THE PARTY.
2.1	Documents for CID encoded.	Year-Round	15%	5	4	5	4.667	4.667	0.700
2.2	Documents/reports of the Division reproduced	Year-Round	15%	4	5	5	4.667	4.667	0.700
2.3	Assistance/administrative support to training and conferences conducted	Year-Round	5%	4	5	4	4.333	4.333	0.217
2.4	Office equipment and availability of office supplies secured	Year-Round	5%	4	4	5	4,333	4.333	0.217
RA 3: Secretariat	/Frontline		10%					ALE U	
3.1	Office visitors'needs responded, greeted and entertained	Year-Round	10%	4	4	4	4.000	4.000	0.400
RA 4 : OTHER TASI	KS		10%	OUR .	Section 1				
4.1	Office and surrounding cleaned and maintained.	Year Round	5%	4	4	4	4.000	4.000	0.200
4.2	Assisstance to other Division personnel provided	Year Round	5%	4	5	4	4.333	4.333	0.217
			-100%						4.28
				Nume	rical R	ating			4.283
SPECIAL CONTRACTOR				Descr	iptive F	Ratina	Self may		"VS"

4.500 - 5.000

Descriptive Rating (O) Outstanding

3.500 - 4.499

(VS) Very Satisfactory

2500 - 3,499

(S) Satisfactory

1.500 - 2.499 below - 1,499 (U) Unsatisfactory (P) Poor

DAVID E. HERM

NOPJR. Ph.D.

et Education Supervisor, CID ving Authority

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

JOSEPHUS ANTHONY T. DUEÑAS

804412 5.2019 Rate

Administrative Officer V

JEP ED BAYRAY CITY BUILD CERTIFIED PHOTOCOPY FROM THE ORIGINAL

IOSEPHUS ANTHONY I. OUER DMINICTRATIVE OFFICER V



Republic of the Philippines

Bepartment of Education

REGION VIII SCHOOLS DIVISION OF BAYBAY CITY

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) CY: 2020

VIVIAN JOY L. ROLUNA

Job Order - Staff

Name of Rater: JOSEPHUS ANTHONY T. DUEÑAS

Position:

Administrative Officer V

KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	ACTUAL RESULTS				DATING	STREET, STREET
				Q	E	T	Ave	RATING	SCO
1: Record	ds Management		40%						
1.1	Documents/ communications received, released, recorded, and routed.	Year-Round	10%	4	4	5	4.333	4.333	0.43
1.2	Filling system that makes records and documents maintained	Year-Round	10%	4	4	5	4.333	4.333	0.43
1.3	SLAC report submitted and recorded	Year-Round	10%	5	5	5	5.000	5.000	0.50
1.4	Quarterly reports submitted and recorded	Year-Round	10%	4	5	5	4.667	4.667	0.46
2: Admini	strative Support		40%						
2.1	Documents for CID encoded.	Year-Round	15%	5	4	5	4.667	4.667	0.70
2.2	Documents/reports of the Division reproduced	Year-Round	15%	5	5	5	5.000	5.000	0.75
2.3	Assistance/administrative support to training and conferences conducted	Year-Round	5%	5	5	4	4.667	4.667	0.23
2.4	Office equipment and availability of office supplies secured	Year-Round	5%	5	5	5	5.000	5.000	0.25
3: Secreta	ariat/Frontline		10%						
3.1	Office visitors'needs responded, greeted and entertained	Year-Round	10%	5	5	5	5.000	5.000	0.50
4: OTHER	TASKS		10%						
4.1	Office and surrounding cleaned and maintained.	Year Round	5%	5	5	5	5.000	5.000	0.25
4.2	Assisstance to other Division personnel provided	Year Round	5%	5	5	5	5.000	5.000	0.25
			100%						4.76
				Nume	rical R	oting			4.76
			THE RESERVE AND DESCRIPTION OF THE PERSON NAMED IN	Descri		The same of the same			"0"

Numerical Rating Descriptive Rating 4.500 - 5.000 3.500 - 4.499

(O) Outstanding (VS) Very Satisfactory (S) Satisfactory

2.500 - 3.499 1.500 - 2.499 below - 1.499

Name:

Position:

(U) Unsatisfactory (P) Poor

4. ROLUNA

Job Order - Staff

Ratee

JOSEPHUS ANTHONY T. DUEÑAS

Administrative Officer V Rater

ABUDLONG OIC - Chief Education Supervisor Approving Authority

JEP.ED BAYBAY CITY DAISON (CERTIFIED PHOTOCOPY FROM THE GRIGINAL

TOPEPHOS ANTHONY 1. 005

MINICTRATIVE OFFICER W

Diversion Road, Brgy. Gaas, Baybay City, Leyte (53) 563-7615

baybay.city@deped.gov.ph

Department of Education, Schools Division of Baybay City



Republic of the Philippines

Department of Education

REGION VIII SCHOOLS DIVISION OF BAYBAY CITY

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF) CY: 2021

VIVIAN JOY L. ROLUNA

Name of Rater: JOSEMILO P. RUIZ, EdD

Position:

Job Order - Staff

Position:

Chief Education Supervisor, CID

KRAS	OBJECTIVES	TIMELINE	WEIGHT	ACTUAL RESULTS					o conting
			per KRA	0	E	1	Ave	RATING	SCOR
RA 1: Record	ds Management		40%						
1,1	Documents/ communications received, released, recorded, and routed.	Year-Round	20%	5	4	5	4.667	4.667	0.93
1.2	Filling system that makes records and documents maintained	Year-Round	10%	5	4	5	4.667	4,667	0.46
1.3	SLAC report submitted and recorded	Year-Round	10%	5	5	5	5.000	5.000	0.50
RA 2: Adminis	strative Support		50%	i de la la companya de la companya d					
2.1	Documents for CID encoded.	Year-Round	15%	5	5	5	5.000	5.000	0.75
2.2	Documents/reports of the Division reproduced	Year-Round	15%	5	5	5	5.000	5.000	0.75
2.3	Assistance/administrative support to training and conferences conducted	Year-Round	10%	5	5	4	4,667	4.667	0.46
2.4	Office equipment and availability of office supplies secured	Year-Round	10%	5	5	5	5.000	5.000	0.50
A 3: Secreta	niat/Frontline		5%						
3.1	Office visitors'needs responded, greeted and entertained	Year-Round	5%	5	5	5	5.000	5.000	0.25
A 4 : OTHER	TASKS		5%						
4.1	Assisstance to other Division personnel provided	Year Round	5%	5	5	5	5.000	5.000	0.25
			100%						4.86
	Section 1			Nume	rical R	ating			4.86
			NAME OF TAXABLE PARTY.	OR THE STREET	plive i	-			"0"

NumericalRating

Descriptive Rating

4.500 - 5.000

(O) Outstanding

3.500 - 4.499

(VS) Very Satisfactory

2.500 - 3.499

(S) Satisfactory

1.500 - 2.499 below - 1.499 (U) Unsatisfactory (P) Poor

JOSEMILO P. RUIZ EdD

Chief Education Supervisor, CID

Rater

VIVIAN JOY L. ROLUNA

Job Order - Staff Rotee

LORELEI A. MASIAS, CESE

OIC - Assistant Schools Division Superintendent Approving Authority



Diversion Road, Barangay. Gaas, Baybay City, Leyte (53) S63-7615|baybay.city @deped.gov.ph ISO 9001:2015