



INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)

CY : 2021

Name of Ratee: **JOHANNA C. TORRENUEDA**
Position: **Administrative Assistant III**

Name of Rater: **VIRGILIO B. DAGORO**
Position: **Head Teacher III**

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	4	4.667	0.933	0.933
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	5	4	4.67	0.933	0.933
2.2	Monthly MOOE Liquidation Report submitted	Year Round	10%	5	5	5	5.00	0.500	0.500
2.3	Liquidation Report for Other Program Funds submitted	Year Round	10%	5	5	5	5.00	0.500	0.500
2.4	Updated liquidation report in the transparency board posted	Year Round	10%	5	5	5	5.00	0.500	0.500
2.5	Quarterly Report on Revenue and Other Receipts submitted	Year Round	10%	5	5	5	5.00	0.500	0.500
KRA 3: Ancillary Services			10%						
3.1	Documents Reproduction	Year Round	2%	5	4	5	4.67	0.093	0.093
3.2	Prepares Authority to Travel/Locator Slip of school employees (TO of teachers for Home Visitation)	Year Round	2%	5	5	5	5.00	0.100	0.100
3.3	Receives Teachers'/School Heads' documents and reports for submission to District/Division	Year Round	4%	5	5	5	5.00	0.200	0.200
3.4	Submit Form 6 of School employees to the District/Division Office	Year Round	2%	5	5	4	4.67	0.093	0.093
			100%	Numerical Rating					4.820
				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

JOHANNA C. TORRENUEDA
Administrative Assistant III
Ratee

Reviewed by:

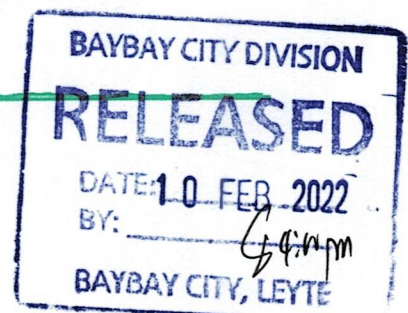
VIRGILIO B. DAGORO
Head Teacher III
Rater

Approved by:

JOSEPH ANTHONY T. DUEÑA
AO-V
Approving Authority

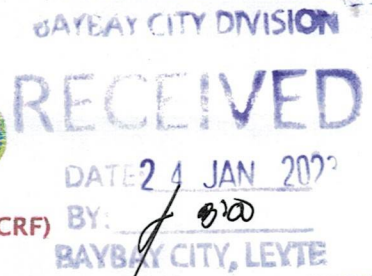


"Minding our school children and their communities is our core business!"





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



INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
CY : 2022

Name of Ratee: **JOHANNA C. TORRENUEDA**
Position: **Administrative Assistant III**

Name of Rater: **ESTELA A. SUAREZ**
Position: **Principal II**

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	5	5.000	1.000	1.000
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			100%	Numerical Rating					4.887
				Adjectival Rating					(O)

Numerical Rating
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4.000- 4.499
3.500- 3.499
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2.500- 2.499
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Adjectival Rating
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(VS) Very Satisfactory
(S) Satisfactory
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JOHANNA C. TORRENUEDA
Administrative Assistant III
Ratee

Reviewed by:

ESTELA A. SUAREZ
Principal II
Rater

Approved by:

JOSEPHUS ANTHONY T. DUEÑAS
Administrative Assistant III
Approving Authority



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