



# **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)**

**CY : 2021**

Name of Ratee: Christal A. Villacura

Position: **Job Order Staff**

Name of Rater: **JOSEPHUS ANTHONY T. DUEÑAS**

Position: **Administrative Officer V**

KRA's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				Rating	SCORE
				Q	E	T	AVE		
KRA 1. Record Management			35%						
	1.1 Documents,/ communication received, records and routed	October - December	35%	5	5	4	4.667	1.633	1.633
KRA 2. Administrative Service			35%						
	2.1 Word documents and electronic formar prepared or encoded.	October - December	15%	5	4	5	4.667	0.700	0.700
	2.2 Documents reports of division reproduced.	October - December	10%	4	5	5	4.667	0.467	0.467
	support to training and conference provided	October - December	10%	5	5	5	5.000	0.500	0.500
KRA 3. Secretarial/ Frontline			20%						
	3.1 Clients concern facilitated for action.	October - December	10%	5	4	5	4.667	0.467	0.467
	3.2 Concerns brought to the office and follow through inquiries	October - December	10%	5	5	5	5.000	0.500	0.500
KRA 4: Other Task			10%						
	4.1 Office cleanliness and Sorrounding maintained	October - December	5%	5	5	5	5.000	0.250	0.250
	4.2 Authentication of documents	October - December	5%	5	5	5	5.000	0.250	0.250

<b>100%</b>	Numerical Rating		<b>4.767</b>
	Adjectival Rating		<b>O</b>

4.500-5.000  
4.000- 4.499  
2.500- 3.499  
1.500- 2.499  
below 1.499

(O) Outstanding  
(VS) Very Satisfactory  
(S) Satisfactory  
(U) Unsatisfactory  
(P) Poor

Prepared by:

**CHRISTAL A. VILLACURA**  
STAFF  
Ratee

Reviewed by:

**JOSEPHUS ANTHONY T. DUEÑAS**  
Administrative Officer V  
Rater

Approved by:

**LORELEI A. MASIAS. CESE**  
Assistant Schools Division Superintendent  
Approving Authority