



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)



Annex F

Name **Christal A. Villacura**

Positio Job Order Staff

Bureau/Center/Service/Division: **Division of Baybay City**

Rating **October - December 2022**

Name of Rater: **Josephus Anthony T. Dueñas**

Position: **Administrative Officer V**

Date of Review:

TO BE FILLED IN DURING PLANNING									TO BE FILLED DURING EVALUATION							
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING				SCORE			
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave				
	KRA 1: Record Management	1.1 Documents,/ communication received, records and routed	Oct. - Dec	35%	5	100% documents/communication received, recorded and routed	5	Task carried out with minimal assistance	5	Documents/communicat ion receive, records and routes forwarded on that day		5	5	4	4.667	1.633
					4	85-99% documents/communication received, recorded and routed	4	Task carried out with minimal assistance	4	Documents/communicat ion receive, records and routes forwarded after 1 day						
					3	71-84% documents/communication received, recorded and routed	3	Task carried out with minimal assistance	3	Documents/communicat ion receive, records and routes forwarded after 2 days						
					2	51-70% documents/communication received, recorded and routed	2	Task carried out with minimal assistance	2	Documents/communicat ion receive, records and routes forwarded after 3 days.						
					1	50% documents/communication received, recorded and routed	1	Task carried out with minimal assistance	1	Documents/communicat ion receive, records and routes never forwarded.						
	KRA 2: Administrative Service	2.1 Word documents and electronic formar prepared or encoded.	Oct.- Dec.	15%	5	100% documents and electronic format prepare or encodes within a day	5	No revision	5	Word documents and electronic format prepare or encodes on		5	4	5	4.667	0.700
					4	85-99% documents and electronic format prepare or encodes within a day	4	1 revision	4	Word documents and electronic format prepare or encodes						
					3	71-84% documents and electronic format prepare or encodes within a day	3	2 revision	3	Word documents and electronic format prepare or encodes on						
					2	51-70% documents and electronic format prepare or encodes within a day	2	3 revision	2	Word documents and electronic format prepare or encodes						
					1	50% documents and electronic format prepare or encodes within a day	1	More than 3 revision	1	Never prepared						

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		2.2 Documents reports of division reproduced.	Oct.- Dec.	10%	5 100% Documents/reports of the division reproduce	5 100% Recyclable paper used	5 Reproduced on the day upon instruction		4	5	5	4.667	0.467
					4 85-99% Documents/reports of the division reproduce	4 100% Recyclable paper used	4 Reproduced 1 day upon instruction						
					3 71-84%Documents/reports of the division reproduce	3 100% Recyclable paper used	3 Reproduced 2 days upon instruction						
					2 51-70% Documents/reports of the division reproduce	2 100% Recyclable paper used	2 Reproduced 3 days upon instruction						
					1 50% Documents/reports of the division reproduce	1 100% Recyclable paper used	1 Reproduced 4 days upon instruction						
					5 100% Assistance/administrative support to training and confernce provided	5 Task carried out with minimal assistance	Properly supported and provided		5	5	5	5.000	0.500
					4 85-99% Assistance/administrative support to training and confernce provided	4 Task carried out with 1-10 assistance	Properly supported and provided after 1 day						

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					QUALITY		EFFICIENCY		TIMELINESS			Q	E	T	Ave	
		2.3 Assistanace/ administrative support to training and conference provided	Oct.- Dec.	10%	3	71-84% Assistance/administrative support to training and confernce provided	3	Task carried out with 11 - 20 assistance	Properly supported and provided after 2 days							
					2	51-70% Assistance/administrative support to training and confernce provided	2	Task carried out with 21-30% assistance	Properly supported and provided after 3 days							
					1	50% Assisstance/administrative support to training and confernce provided	1	Task carried out with more than 31-40% assistance	Properly supported and provided 4 days							
	KRA 3: Administrative Support	3.1 Clients concern facilitated for action.	Oct. - Dec.	10%	5	All - 100% Clients concern facilitated for action	5	Task carried out with minimal assistance	Clients concern facilitated for an action within a day		5	4	5	4.667	0.467	
					4	89-99% Clients concern facilitated for action	4	Task carried out with 1-10 assistance	Clients concern facilitated for an action after 1 day							
					3	71-84% Clients concern facilitated for action	3	Task carried out with 11 - 20 assistance	Clients concern facilitated for an action after 2 days							
					2	51-70% Clients concern facilitated for action	2	Task carried out with 21-30% assistance	Clients concern facilitated for an action after 3 days							
					1	50% Clients concern facilitated for action	1	Task carried out with more than 31 - 40% assistance	Clients concern facilitated for an action more than 4 days							

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					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave	
		3.2 Concerns brought to the office and follow through inquiries		10%	All - 100% Concerns brought to the office and follow on through on inquiries	Task carried out with minimal assistance	Follow up documents and concern through call and text within in a		5	5	5	5.000	0.500
					89-99% Concerns brought to the office and follow on through on inquiries	Task carried out with 1-10 assistance	Follow up documents and concern through call and text after 1 day						
					71-84%Concerns brought to the office and follow on through on inquiries	Task carried out with 11 - 20 assistance	Follow up documents and concern through call and text after 2 days						
					51-70% Concerns brought to the office and follow on through on inquiries	Task carried out with 21-30% assistance	Follow up documents and concern through call and text after 3 days						
					50% Concerns brought to the office and follow on through on inquiries	Task carried out with more than 31 - 40% assistance	Follow up documents and concern through call and text after 4 days						
	KRA 4: Other task	4.1 Office cleanliness and Sorrounding maintained	Oct. - Dec.	5%	5 All - 100% Follow and check maintenance checklist	3 Task carried out with minimal assistance	3 Office cleanliness and sorrounding maintained for 2-3 hours						
					4 85-99% Follow and check maintenance checklist	2 Task carried out with 1-10 assistance	2 Office cleanliness and sorrounding maintained for 1:41-2 hours						
					3 71-84% Follow and check maintenance checklist	1 Task carried out with 11 - 20 assistance	1 Office cleanliness and sorrounding maintained for 1:31-1:40 hours						
					2 51-70% Follow and check maintenance checklist	5 Task carried out with 21-30% assistance	5 Office cleanliness and sorrounding maintained for 41 minutes - 1:30 hour		5	5	5	5.000	0.250
					1 50% Follow and check maintenance checklist	4 Task carried out with more than 31 - 40% assistance	4 Office cleanliness and sorrounding maintained for 30-40 hours						

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					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Ave				
		4.2 Authentication of documents	Oct. - Dec.	5%	5	71-84% Travel of admin personnel facilitated	3	All travel of admin personnel facilitated within 2 days	3	2 days upon receipt						
					4	51-70% Travel of admin personnel facilitated	2	All travel of admin personnel facilitated within 3 days	2	3 days upon receipt						
					3	50% Travel of admin personnel facilitated	1	All travel of admin personnel facilitated within 4 days	1	4 days upon receipt						
					2	100% of meetings & appointment with external stakeholders coordinated.	5	All meetings & appointment with external stakeholders coordinated. on time	5	Upon receipt		5	5	5	5.000	0.250
					1	85-99% of meetings & appointment with external stakeholders coordinated	4	All meetings & appointment with external stakeholders coordinated within 1 day	4	1 day upon receipt						
											OVERALL RATING FOR ACCOMPLISHMENTS				4.767	
															○	

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

Ratee:
CHRISTAL A. VILLACURA
 STAFF

Rater:
JOSEPHUS ANTHONY T. DUENAS
 Administrative Officer V

Approving Authority:
LORELEI A. MASIAS, CESE
 Assistant Schools Division Superintendent
 DEPED RPMS Form for Head of Office