

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM IPCRF

Name of Employee: JOSELITO Q. EDONG

Position: SHS TEACHER 1

Review Period: JUNE 2017-APRIL 2018

School: SIGABOY AGRICULTURAL VOCATIONAL HIGH SCHOOL

Name of Rater: AMELITA L. CERNA
Position: SECONDARY SCHOOL PRINCIPAL -II
Date of Review: OCTOBER 2017-APRIL 2018

MFOs	KRAS	OBJECTIVES	TIMELINE	WEIGHT PER KRA	TO BE FILLED IN DURING PLANNING			PERFORMANCE INDICATORS			TO BE FILLED IN DURING EVALUATION		
					QUALITY	EFFICIENCY	TIMELINESS	ACTUAL RESULTS	Q	E	T	AVERAGE RATING	SCORE
		1.1 All daily lesson plans have 5 parts, OBJECTIVES should be SMART	June-March 2018	5%	5- Lesson Plans/log plans have 5 parts. Objectives are SMART	without revision	submitted every Monday of the Week						
		1.2 Prepared and submitted updated 42 lesson plans/lesson logs throughout the school year	June-March 2018	5%	4- Lesson Plans/log plans have 4 parts. Objectives are SMART	with 1 revision	submitted every Tuesday of the Week						
					3- Lesson Plans/log plans have 3 parts. Objectives are SMART	with 2 revisions	submitted every Wednesday of the Week						
					2- Lesson Plans/log plans have 2 parts.	with 3 revisions	submitted every Thursday of the Week						
					1- Lesson Plans/log plans have NO CLEAR STRUCTURE	with many revisions	submitted anytime of the teacher's convenience						
					5-40-42 and above Lesson Plans/log plans throughout the year	without revision	submitted every Monday of the Week						
					4-35-39 Lesson Plans/log plans throughout the year	with 1 revision	submitted every Tuesday of the Week						
					3-30-34 Lesson Plans/log plans throughout the year	with 2 revisions	submitted every Wednesday of the Week						
					2-25-29 Lesson Plans/log plans throughout the year	with 3 revisions	submitted every Thursday of the Week						
					1-24 and below Lesson Plans/log plans throughout the year	with many revisions	submitted anytime of the teacher's convenience						
					5- Prepared and utilized IIM's daily	relevant and economical w/ no waste of time & effort	prepared 2 days before the class						
					4- Prepared and utilized IIM's 4 times a week	relevant and economical w/ less waste of time & effort	prepared on the day before class schedule						
					3- Prepared and utilized IIM's 3 times a week	relevant and economical w/ less waste of time & effort	prepared on the day of the class schedule/vacant time						
		1.3 Prepared and submitted relevant and meaningful Instructional Materials to enhance learning	June-March 2018	5%	2- Prepared and utilized IIM's 2 times a week	relevant and economical but time consuming	prepared during classes time	HAD PREPARED MORE THAN 42 INSTRUCTIONAL MATERIALS USING TECHNOLOGY	5	5	5	5.00	0.25
					1- Prepared and utilized IIM's once a week	not relevant and not economical	prepared as the need arises						

	Delivery of Basic Education Services	Teaching-Planning Processes (35%)	2.2 Students' Output	relevant and economical w/ no waste of time & effort	submitted 2 days before deadline								
			1.4 Students accomplished/submitted outputs to subject teachers	5% June-March 2018	5 – 130% above; 4 – 115% accomplishment; 3 – 100 to 114% accomplishment; 1 – 59 to 99% accomplishment;	relevant and economical w/ less waste of time & effort relevant and economical w/ less waste of time & effort relevant and economical but time consuming	prepared 1 day ahead of the deadline prepared on the day of the deadline submitted 2 days before deadline	HAD SUBMITTED 130% ABOVE OUTPUT	5	5	5		
			1.5 Facilitated innovative teaching strategies with at least 20 sessions of Principal Class Observation	5% June-March 2018	5 – 20 and above Observation 4 – 15 – 19 Observation 3 – 11 – 14 Observation 2 – 6 – 10 Observation 1 – 5 below Observation	Performance level demonstrated exceptional job mastery/Excellent above standard 85-95% Performance met expectations; some goals were met 70-84% Performance failed to meet expectations; goals were not met 55-69% Performance was consistently below expectations 50% below	Class Observation schedules were strictly followed Class Observation schedules were changed once Class observation were changed twice Class observation were changed thrice Class Observation schedules were postponed	20 OBSERVED LESSON PLANS	5	5	5	5.00	0.25
			1.6 Implemented 100% of students discipline in accordance with the students' handbook, DepEd Code of Ethics with the Civil Service Commission	5% June-March 2018	5-90-100% initiated & implemented with documentation 4-80-89% initiated & implemented with documentation 3 - 70-79% initiated & implemented with documentation 2-60-69% initiated & implemented with or without documentation 1-50% and below initiated & implemented with or w/o	5 - no complaint ; 4- 1 to 3 complaints; 3- 4 to 7 complaints; 2-8 to 12 complaints; 1-13 above complaints	daily weekly monthly quarterly annually	HAD IMPLEMENTED 100% STUDENTS DISCIPLINE AND NO COMPLAINTS	5	5	5	5.00	0.25
			1.7 Monitored the following areas: Students' Attendance, Classroom Cleanliness, Orderliness and Proper Waste Disposal, & Assigned Areas	5% June-March 2018	5-90-100% Monitored & Implemented with documentation 4-80-89% Monitored & Implemented with documentation 3-70-79% Monitored & Implemented with documentation 5-60-69% Monitored & Implemented with documentation 1-50% and below Monitored & Implemented with documentation	5-95-100% attendance of students/ 95-100% CPA rating fromm SSG 4-90-94% attendance of students/ 94% CPA rating fromm SSG 3-85-89% attendance of students/ 85-89% CPA rating fromm SSG 2- 80-84% attendance of students/ 80-84% CPA rating fromm SSG 1-79% and below attendance of students/ 79% and below CPA rating fromm SSG	daily weekly monthly quarterly annually	HAD MONITORED STUDENTS ATTENDANCE & CLEANLINESS	4	4	4	4.00	0.20
			5. Evidences showed that student needs and avenues for growth were always identified		90-100% submission of Updated Students Progress Records	submitted and inspected before and after the Grading Period on the scheduled date of checking							

2.1 Monitored/ Evaluated, keep and update learners' progress; E-Class record, report Card, Anecdotal Record	June-March 2018	15%	4- Evidences showed that student needs and avenues for growth were frequently identified	80-85% submission of Updated Students' Progress Records	submitted and inspected after the Grading Period on the scheduled date of checking	HAD MONITORED AND EVALUATED STUDENTS' PROGRESS	4	4
3- Evidences showed that student needs and avenues for growth were seldom identified	70-79% submission of Updated Students' Progress Records	submitted and inspected anytime within the Grading Period on the scheduled date of checking					4	4
2- Evidences showed that student needs and avenues for growth were sometimes identified	60-69% submission of Updated Students' Progress Records	submitted and inspected during MPRE					4	4
1- No Evidences showed that student needs and avenues for growth were identified	50-59% submission of Updated Students' Progress Records	submitted and inspected at the end of the school year for compilation					4	4
2. Learners Outcome	2.2 Increased SCHOOL ACHIEVEMENT TEST/pre-post test	June-March 2018	15%	5 - 2% of previous achievement	conduct remediation/enrichment to increase the achievement test results monthly	TVE-ICT 12- 100% NC II PASSERS	5	5
				4 - 1.5% of previous increase	Conduct frequent remediation/enrichment to increase the achievement test results quarterly			5
				3 - 1% of previous increase	conduct partial remediation/enrichment to increase the achievement test results semestral			5
				2 - .5% of previous increase	Conduct some remediation/enrichment to increase the achievement test results before the exam			5
				1- below .5% of previous increase	Never conduct remediation/enrichment to increase the achievement test results as need arises			5
				submitted accurate reports with extra ordinary presentation	without revision			5
				submitted accurate reports with simple and clear presentation	with 1 revision	4- 2 days delayed		5
				submitted reports with ordinary presentation	with 2 revisions	3- 3 days delayed	HAD SUBMITTED REPORTS ON AIP/APP FINANCIAL REPORTS ON SCH PAPER COLLECTION & EXPENSES, STUDENTS' GRADES	5
				submitted reports with revisions	with 3 revisions	2-4 days delayed		5
				submitted reports with several revisions	with many revisions	1- 5 days delayed		5
				5-successfully conducted four & above HRPTA meetings	90-100% of accomplishments with set agreements met	monthly		5
				4-successfully conducted three HRPTA meetings	80-89% of accomplishments with set agreements met	quarterly		5
				3-successfully conducted two HRPTA meetings	70-79% of accomplishments with set agreements met	semestral	HAD ATTENDED 3 MEETINGS OF PTA	0
				2-successfully conducted one HRPTA meetings	60-69% of accomplishments with set agreements met	annually		0
				1-have not conducted HRPTA meeting	59% of accomplishments with set agreements met	never		0.00
				5-90-100% identified students who need academic follow-ups were visited	with full documentation	monthly		0.00
				4-80-89% identified students who need academic follow-ups were visited	with partial documentation	quarterly	HAD VISITED PARENTS IN CAMOGNA, POBLACION	0
				3-70-79% identified students who need academic follow-ups were visited	without documentation	semestral		0.00
Harmonious Relationship	3. Community Involvement	June-March 2018	2.5%	3.2 Visited parents of identified students who need academic monitoring/follow-up				0.60

Compassionate and Competent Teachers	4. Professional Growth and Development	4.5 Attended faculty meetings	June-March 2018	1.0%	5 - 10 and above meetings;		with full documentation					
					4 - 8-9 meetings;		with partial documentation					
					3 - 6-7 meetings;		without full documentation but with visible result					
					2 - 4-5 meetings;		with documentation but no visible result					
					1 - 3 meetings and below		no documentation					
					5 - 40 hours and above;		with full documentation					
					4 - 32 to 39 hours;		with partial documentation					
					3 - 24 to 38 hours;		without full documentation but with visible					
					2 - 16 to 23 hours;		with documentation but no visible result					
					1 - 8 hours		no documentation					
					5 - no incidents 0 case		with full documentation					
					4 - 1 case		with partial documentation					
					3 - 2 - 3 cases		without full documentation but with visible					
					2 - 4 - 5 cases		with documentation but no visible result					
					1- more than 5 cases		no documentation					
					5 - Doctoral		with full documentation					
					4 - Full pledge		with partial documentation					
					3 - Comprehensive Exam		without full documentation but with visible					
					2 - 19 to 36 units		with documentation but no visible result					
					1 - 8 - 18 units		no documentation					
					5 - TM 2		with full documentation					
					4 - TM 1		with partial documentation					
					3 - NC III		without full documentation but with visible					
					2 - NC II		with documentation but no visible result					
					1 - NC I		no documentation					
					5 - 2 action research with full documentation		with full documentation					
					4 - 2 action research with incomplete documentation							
					3 - 1 action research with documentation		with partial documentation					
					2 - 1 action research with incomplete documentation		without full documentation but with visible					
					1- 1 unfinished action research		with documentation but no visible result					
							no documentation					
								HAD NOT CONDUCTED RESEARCH IN SCHOOL	0	0	0.00	0.00
5.1 Conducted action research in school	June-March 2018	1.5%										

