

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM



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Name of Employee:		JASMIN A. MENDOZA				Name of Rater.		LEAF	LEAH J. ALILIAN	LIAN		
Position:		Admin. Assistant II				Position:	Head Teacher III/School-In-Charge	pacher	- III/Sch	-ul-loo	Charge	
Review Period:						Date of Review:					A INIO	11
Bureau/Service	Bureau/Service/Center/Div Division of Davao Oriental	on of Davao Orier	ntal									
		TO BE	TO BE FILLED IN DURING PLANNING	JRING PLA	NNING		TO BE FILLED DURING EVALUATION	LLED	DURING	S EVAL	UATIO	N
MFOs	КВАс	OR IECTIVES	TIME! INE	Weight		OCCEPCION POINT POINT PROPERTY OF THE PROPERTY	ACTUAL		RATING	9		
}	}	COLOTTO		per KRA		PERFORMANCE INDICATORS	RESULTS	ø	ш	T	AVE. S	SCORE
		Prepared and	January, 2020	2%	Ŋ	100% Prepared and encoded BIR Alphalist version	200					
		Alabalist C 4 to				6.1.	95% Prepared	_			-	
		formulate BIR form			4	85-99% Prepared and encoded BIR Alphalist	and encoded correctly in					
		2316.				Version o. I.	accordance					
					3	70-84% Prepared and encoded BIR Alpahlist	with the BIR	4	4	5	4.33	0.22
						Version 6.1.	Guidelines and					
					2	51-69%Prepared and encoded BIR Alpahlist	forwarded to					
						version 6.1.	accounting					
					,	50% and below Prepared and encoded Alpahlist	promptly.					
						version 6.1.						
		Prepared APP-	August -	10%	5	100% Prepared APP-CSE, Scan and submit Excel						
		CSE 2021, Scan a	October, 2020			format to DBM						
	1.4	copy and submit an			4	85-99% Prepared APP-CSE, Scan and submit	OF0. Dropord					
						Excel format to DBM	32 % I Ighalau,	_				
	ADMINISTRATIVE	DBM PHILGEPS			~	70-84% Prepared APP-CSE, Scan and submit	scanned and			_	-	
	SUPPORT SEVICES				>	Excel format to DBM	submitted to	4	4	υ 4	4.33	0.43
	30%				2	51-69% Prepared APP-CSE, Scan and submit	on time.					
						EXCEL IDITIAL TO DDIM						
					_	50% and below Prepared APP-CSE, Scan and			X			
		Prepared and	inclinc	150/		Sability Lycol Johnson Co. Dollar		1		1	+	
		encoded	December	8.2	5	100% Prepared and encoded SD of supplies						
		supporting	2020		,	purchased such as POW etc.						
		documents of				85%-99% Prepared and encoded SD of supplies	98% Prepared					
		supplies purchase			4	purchased such as POW etc.	and encoded					
		such as PR,				70%-84% Prepared and encoded SD of supplies	forwarded to	_	_	У.	A 33	0.65
		Canvass, Abstract			n	purchased such as POW etc.	accounting as			-	3	0.00
		PO, IAK and KIS			c	51-69% Prepared and encoded SD of supplies	soon as it			-		
_					~	purchased such as POW etc.	done.			_		

			30,		50% and below Prepared and encoded SD of supplies purchased such as POW etc.							
	Check and record all the incoming	January - December,	1 0%	5	100% Check and record all the incoming and outgoing of supplies for monitoring							
	supplies for monitoring.			4	85-99% Check and record all the incoming and outgoing of supplies for monitoring	95% Check						
				ო	70-84% Check and record all the incoming and outgoing of supplies for monitoring	supplies anytime for	4	4	ဟ	4.33	0.43	
				2	51-69% Check and record all the incoming and outnoing of supplies for monitoring	monitoring						
				-	50% and below Check and record all the incoming and outgoing of supplies for monitoring							
	Update Stock Card	January -	15%	5	100% Update Stock Card all the time in order to							-
	everytime in order to monitor the	December, 2020			monitor the balances of supplies in reference for future purchases.							
	balances of			4	85-99% Update Stock Card all the time in order to		•					
	supplies in reference for future				monitor the balances of supplies in reference for future purchases.					,		
	purchases.			က	70-84% Update Stock Card all the time in order to	95% Update						
					monitor the balances of supplies in reference for future purchases.	Stock card as necessary.	4	4	က	4.33	0.65	
				2	51-69% Update Stock Card all the time in order to	•						
SYSTEMATIC					monitor the balances of supplies in reference for future purchases.		•					
RECORDS				-	50% and below Update Stock Card all the time in							
MANAGEMENT 40%	-				order to monitor the balances of supplies in reference for future purchases.							
BASIC EDUCATION	File a copy of all	January -	5%	5	100% File a copy of all supporting documents for							
SERVICES	documents for	2020			liture references such POW, etc. 85,000, Eile a com of all connecting documents for							
	future references			4	future references such POW, etc.	;			•			
	such as PR, Canvass, Abstract,			ო	70-84% File a copy of all supporting documents for future references such POW atc.	98% Always kept a file copy	4	m	ည	4	0.2	
	PO, IAR and RIS			2	51-69% File a copy of all supporting documents for	for reference.						
_	_				Tuture references such POW, etc.							

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		: :	93% Keconcile supplies as					90% Assist planning APP in Supplies	part.			94%	Coordinate Physical	Coordinator.			92%	Punctuality
50% and below File a copy of all supporting documents for future references such POW, etc.	100% Ensure that the book balance of supplies reconcile with the actual count of supplies	85-99% Ensure that the book balance of supplies reconcile with the actual count of supplies	70-84% Ensure that the book balance of supplies reconcile with the actual count of supplies	51-69% Ensure that the book balance of supplies reconcile with the actual count of supplies	50% and below Ensure that the book balance of supplies reconcile with the actual count of supplies	100% Assist in planning of Annual Procurement	85-99% Assist in planning of Annual Procurement	70-84% Assist in planning of Annual Procurement Plan	51-69% Assist in planning of Annual Procurement Plan	50% and below Assist in planning of Annual Procurement Plan	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.	100% Punctuality and time conciousness	85-99% Punctual and time conciousness	70-84% Punctual and time conciousness
+	2	4	က	2	-	က	₹#	ო	7	-	သ	4	ო	5		9	4	е —
	10%					10%					5%					10%		
	January - December,	0202				January -	2020				January - December,	0202				January -	2020	
	Ensure that the book balance of	supplies reconcile with the actual count of supplies.	:			Assist in planning	Procurement Plan				Assist Physical Facilities	preparation of	for the project to be implemented.			Punctuality and	illine collicious/ress.	
											CLERICAL SERVICES 15%							

	80	Ð									
	0.18	4.09			ding	tot Z	actory			1	
	3.66			factory	Outstanding Very Satisfactory	Satisfactory	Unsatisfactory	Poor	٢	ABUYA	
	m		•	Very Satisfactory	0 0	6	6	6	4	EMMA/O. RABUYA	Administrative Officer Approved by
	4		:	Š	3.500-5.000	2.500-3.499	1.500-2.499	1.000-1.499		ER	Admi
	4				4 6	2	-	-			
conciousness	95% Spontaneous relationship with colleagues	Over-all Rating	Adjectival	Rating							
51-69% Punctual and time conciousness 50% and below Punctual and time conciousness	100% Spontaneous relationship with the colleagues 85-99% Spontaneous relationship with the colleagues 70-84% Spontaneous relationship with the colleagues 51-69% Spontaneous relationship with the colleagues 50% and below Spontaneous relationship with the colleagues 50% and below Spontaneous relationship with the colleagues							4	day	LEALO, ALILIAN	Head Teachet ill/School in Charge Rater
2 +	2 4 6 6 +										
	2%	100%	201								
	January - December, 2020)ZA	
	Spontaneous relationship with the colleagues.							٠.	paperage	JASMÍN'A. MEŇD	ADAS L Ratee
	BEHAVIORAL ATTRIBUTES 15%								ng is	pediss	
	A A								* To get the score, the rating is	multiplied by the weight assigned	