

## Individual Performance Commitment and Review Form (IPCRF)

Name of Employee: <b>RESADEL B. DE LOS SANTOS - PEYDON</b>	Position: <b>HRD SEPS</b>	Name of Rater: <b>ERNESTO H. CABANES</b>											
Review Period: <b>January-December 2022</b>	Position: <b>SGOD Chief</b>	Date of Review:											
Bureau/Center/ Service/ Division: <b>DEPED DAVAO ORIENTAL SCHOOLS DIVISION - SGOD HRD</b>													
			TO BE FILLED IN DURING PLANNING				TO BE FILLED DURING EVALUATION						
MFOs	KRAs	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS			RATING		
					Q	E	A	T	Efficiency	Timeliness	Q	E	Ave
<b>BASIC EDUCATION SERVICES</b>	<b>HR Strategic Plans and Policies</b>	Review and analyze researches, M&E Reports and identify HRD related issues and findings and submit recommendations for policy directions in the formulation on HRD programs and their implementation.											
		Conduct an assessment of the human resource development situation and needs of the Schools Division Office, schools and learning centers, to provide basis for HRD plans and programs											
		Updated L & D Plan based on TNA and IPCRF		10%	5	Printed and approved by SDS without revisions and functional	With consensus from Training Program owners	Right after the TNA survey	Prepared L & D Plan based on TNA and IPCRF				



MFOs	KRAs	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS			RATING		
					R A T E	Quality	Efficiency	Timeliness	Q	E	T	Ave	
HR Development Interventions 25%	Determine the competency development needs of personnel in the Schools Division and identify those which can be responded to by training:	Managed online TNA tool for teaching and non-teaching personnel	5%	5 2 or more TNA tools With consensus from Training Program owners	Within August	Developed online TNA tool and conducted the survey for teaching and non-teaching personnel			5	5	5	5	0.25
				4 1 TNA	w/o the consensus of TPOs	1 After Aug							
				3 None	with 1 revision	2 months after Aug							
				2 -	-	3 mos after aug							
				1 -	-	4 or more mos							
		Identify (internal and external) training providers (including NEAP-R), resource speakers and facilitators, and prepare contract for design and conduct of training											

MFOs	KRAs	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS	RATING	#COPIES
					Quality	Efficiency	Timeliness			
		Prepare a "Calendar of Training and Development Programs" offering to division personnel to help them determine and schedule their attendance								
		Prepare training and development program designs and packages (may be from NEAP-R) to be offered regularly to schools division personnel								
		Conduct training programs (including career development programs) regularly offered to schools division personnel								
		Design Career Paths for teaching and non-teaching positions in the schools division office to guide personnel in their career goals setting and development								
		Initiated conduct of training and development programs for teaching	Oct-Dec	10%	5	2 or more trainings	Conducted trainings	Within October	Initiated conduct of trainings	
					4	1 training	Not all planned trainings were conducted	A week after October		

MFOs	KRA	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS			RATING		
					R A T E	Q U A L I T Y	E F F I C I E N C Y	T I M E L I N E SS	Q	E	T	Ave	
Scholarship and Professional Program Coordination		Build and maintain network of institutions providing opportunities for Scholarship Programs to get updates on offerings			3 Approved proposals only 2 Drafts only		No trainings conducted						
		Disseminate to schools division personnel opportunities for scholarships and accept applications.											
		<input type="checkbox"/> Coordinate the screening and selection of applicants with SDO management to arrive at a final list of scholars											
		Coordinate with institutions confirmed scholars and documentary requirements to facilitate availment of the scholarship											
		Coordinate/conduct orientation of scholar to ensure awareness of the conditions of the scholarship and expectations of the agency from the scholar											

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					R A T E	Q uality	E fficiency	T imeliness	Q	E	T	Ave	
		Coordinate and maintain communication and moral support to the scholar (before, during, and after scholarship) to help them complete their scholarship											
		Monitor, evaluate and submit report on the status and progress of scholars, and the benefits of the scholarship programs to the agency											
Training and Development Records 20%		Coordinate the installation and ensure continuous operation and maintenance of the TDIS											
		Supervise encoding of training records in the TDIS to ensure accuracy											
		Guide the generation of reports and analyze data and its implications in order to provide management with information and feedback on the implementation of training and development n the schools division.											

MFOs	KRAs	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS			RATING		
					R A T E	Quality	Efficiency	Timeliness	Prepared Calendar of Trainings	Q	E	T	Ave
		Prepared Calendar of Training and Development Programs (Annual) including SDO initiated programs (with attribution to GAD)	Monthly	5	Filled and functional			Year round					
	Succession and Exit	Coordinate the implementation of succession planning system in order to create a candidate pool for critical positions in the SDO		10%									
		Coordinate the implementation of Leadership Development programs for high potential employees to build a pool of leaders in the SDO											
		Coordinate the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition											
		Design and implement process for gathering data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace											

MFOs	KRAs	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS			RATING			
					Quality	Efficiency	Timeliness	Q	E	T	Ave	4	4	
					4	Filed but not functional	Year round					4	4	4.00
					3	Incomplete	Year round					4	4	4.00
					2	No training calendar	Year round					4	4	4.00
					1	No training calendar	Year round					4	4	4.00
Maintained records of Operational TDIS; training and development reports and systems		Jan-Dec	10%		5	Maintained/Filed	Without lapses	Year round	Maintained records of Operational TDIS			4	4	4.00
					4	Proposal only	With 1 lapse	Year round				4	4	4.00
					3	Draft only	With 2 lapses	Year round				4	4	4.00
					2							4	4	4.00
					1							4	4	4.00
Employees Welfare	Design and implement process for gathering data on welfare needs of employees													
	Propose, design, and implement (upon approval), programs to respond to the welfare needs of various employee groups													

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					Quality	Efficiency	Timeliness	Q	E	T	Ave		
		Review, propose and coordinate implementation of reward and recognition programs											
		Conduct monitoring and evaluation of employee welfare programs and submits report on status, progress, and impact to provide feedback to management											
		Conduct monitoring and evaluation of results of implementation of rewards and recognition programs and submit report on status, progress, and impact in order to provide feedback prepared designs for awards	Jan-Dec	10%	5	Printed and approved by SDS without revisions and functional	Within specified time	5	5	5	0.50		
					4	Printed and approved by SDS with 1 revision	Late						
					3	Printed and approved by SDS with 2 revisions							
					2	Printed and approved by SDS with 3 revisions							

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					R A T E	Q U A L I T Y	E F F I C I E N C Y	T I M E LI N E SS	Q	E	T	Ave	
				1	Disapproved								
Technical Assistance 25%		Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on Filed Training Designs furnished to HRD Section and other matters on Governance and operations	Oct-Dec	5	All ADs submitted to SGOD-HRD	Without lapses	Year round	Assessed/Checked attachments (required by SDS) and recorded Activity Designs and endorsed to SDSO for approval					
				15%									
					4 If 1 AD assessed is disapproved by SDS	With 1 lapse	Year round						
					3 If 2 ADs assessed are disapproved by SDS	With 2 lapses	Year round						
					2 If 3 ADs assessed are disapproved by SDS	With 3 lapses	Year round						
					1 -			With 4 or more lapses					
									Within Nov	Provided Technical Assistance to schools			
		Provided Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD	Nov-Dec	4-5 schools	10%	5							

MFOs	KRA	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS			RATING			
					R	A	E	Q	E	T	Q	E	T	
Support Functions 10%	Trainings/Meetings	Participated & attended various trainings/workshops/meetings/conferences	Jan - Dec	5%	3 schools	With 1 lapse	1st week of Dec	Without lapses	As required	Participated & attended various trainings/workshops/meetings/conferences	4	4	4.00	
					4	With 2 lapses	2nd week of Dec							
					3	With 3 lapses	3rd week of Dec							
					2	With 4/more lapses	4th week of Dec							
					None									
					1									
Form 48		Prepared and submitted Daily Time record	Jan - Dec	10%	5	12 DTRs for the whole year	Without lapses	1 week after each month			5	5	5.00	0.50

MFOs	KRs	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS			RATING		
					R A T E	Quality	Efficiency	Timeliness	Q	E	T	Ave	
IPRCF	Accomplished & submitted IPCRF	Jan - Dec	10%	5	11 DTRs only	With 1 lapse	2 weeks after each month	Before Dec 23	Accomplished & submitted IPCRF	5	5	5.00	0.50
					4	With 2 lapses	3 weeks late						
					3	With 3 lapses	4 weeks late						
					2	With 4 or more lapses	5 weeks late						
					1	Without error	On December 23						
	Records Management	Records and files official documents	Jan-Dec	5%	95-100% completed	Returned for review	Before Dec 23	1 week after December	2 weeks after December	5	5	5.00	0.25
					90-95% completed	Returned for review	On December 23						
					4	85-89% completed	Returned twice for review						
					3	80-84% completed	Returned 3x						
					2	Below 80%	With 4/more errors						
					1			Year round	On the day document is available	5	5	5.00	0.25

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					R	A	E	Q	E	T	Q	E	Ave
				3	hard copies only	With 2 lapses	1 week after						
				2	No records	With 3 lapses	2 weeks after						
				1	No records	With 4 or more lapses	1 month after or more						
	PLUS FACTOR 2%										0	0	0
				100%							0	0	0
<b>* To get the score, the rating is multiplied by the weight assigned</b>													
<b>OVERALL RATING for Accomplishments</b>													
<b>ADJECTIVAL RATING VS</b>													
<b>YVETTE M. CELMAR, Ph.D.</b>													
Education Program Supervisor													
Rater													
<b>RESADEL B. DE LOS SANTOS</b>													
Ratee													
<b>ERNESTO H. CABANES</b>													
SGOD Chief													
Approving Authority													
<b>4.40</b>													
<b>4.49</b>													

				ADJECTIVAL RATING				VS	
				OVERALL RATING for Accomplishments				4.40	
				100%				49	
PLUS FACTOR	2%								
With 2 lapses		With 3 lapses		With 4 or more lapses		1 week after		0	0
3 hard copies only		2 No records		1 No records		2 weeks after		0	0
						1 month after or more		0	0

\*To get the score, the rating is multiplied by the weight assigned

~~RESADEL B. DE LOS SANTOS - FENDON ERNESTO H. CABANES~~  
Sesd Chief  
Rater

**MARIA GENEVIEVE T. FRANCISQUETE, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Approving Authority