

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

Name of Rater: Position:

January - December, 2021

Review Period: Position:

Admin. Assistant II

Date of Review:



Head Teacher III/School In Charge

Bureau/Service	Bureau/Service/Center/Div Division of Davao Oriental	n of Davao Orienta	ıtal			Carlo		2	000, 100	270		
		TO BE	TO BE FILLED IN DURING PLANNING	IRING PLAN	NING		TO BE	TO BE FILLED DURING EVALUATION	DURIN	G EVA	LUATI	NO
MEO	- 100%	OTI STORY GO	111111111111111111111111111111111111111	Weight			ACTUAL		RATING	NG		
MFOS	NKAS	OBJECTIVES	IMELINE	per KRA		PERFORMANCE INDICATORS	RESULTS	ø	ш	T /	AVE.	SCORE
		Prepared and encoded BIR	January, 2021	2%	2	100% Prepared and encoded BIR Alphalist version 6.1.	95% Prepared					
		Alphalist 7.0 to formulate BIR form			4	85-99% Prepared and encoded BIR Alphalist	and encoded					
		2316.				version 6.1.	accordance					
					ю	70-84% Prepared and encoded BIR Alpahlist	with the BIR	4	4	2	4.33	0.22
		6				Version 6.1.	Guidelines and					
					2	51-69%Prepared and encoded BIR Alpahlist version 6.1.	forwarded to					
					,	50% and below Prepared and encoded Alpahlist	promptly					
					-	version 6.1.	· fadinal					
		Prepared APP-	August -	10%	ч	100% Prepared APP-CSE, Scan and submit Excel				T		
		CSE 2021, Scan a	October, 2021		)	format to DBM						
		copy and submit an			_	85-99% Prepared APP-CSE, Scan and submit	1					
		Excel format to			+	Exoel format to DBM	95% Prepared,					
	ADMINISTRATIVE	DBM PHILGEPS			,	70-84% Prepared APP-CSE, Scan and submit	scanned and	,	_	L	ç	,
	SUPPORT SEVICES				2	Excel format to DBM	Submitted to	4	4	n	4.33	0.43
	30%				0	51-69% Prepared APP-CSE, Scan and submit	ruigeps site					
					1	Excel format to DBM	5					
					-	50% and below Prepared APP-CSE, Scan and submit Excel format to DBM						
		Prepared and	January -	15%	ц	100% Prepared and encoded SD of supplies						
		encoded	December,		2	purchased such as POW etc.						
		documents of	1707		,	85%-99% Prepared and encoded SD of supplies	98% Prepared					
		supplies purchase			4	purchased such as POW etc.	correctly and					
		such as PR,			c	70%-84% Prepared and encoded SD of supplies	forwarded to	4	4	2	4.33	0.65
		Canvass, Abstract			2	purchased such as POW etc.	accounting as					
		PO, IAK and KIS			c	51-69% Prepared and encoded SD of supplies	soon as it					
					7	purchased such as POW etc.	done.					

		95% Check	supplies 4 4 5 4.33 0.43 anytime for	monitoring								as 4 4 5 4.33 0.65									ppy 4 3 5 4 0.2	
							95% Update	Stock card as necessary.								98% Always	kept a file copy					
50% and below Prepared and encoded SD of supplies purchased such as POW etc.	100% Check and record all the incoming and outgoing of supplies for monitoring	85-99% Check and record all the incoming and outgoing of supplies for monitoring	70-84% Check and record all the incoming and outgoing of supplies for monitoring	51-69% Check and record all the incoming and outgoing of supplies for monitoring	50% and below Check and record all the incoming and outgoing of supplies for monitoring	100% Update Stock Card all the time in order to	monitor the balances of supplies in reference for	of 000% Thirdate Stock Card all the time in order to	monitor the balances of supplies in reference for	future purchases.	70-84% Update Stock Card all the time in order to	monitor the balances of supplies in reference for future purchases.	51-69% Update Stock Card all the time in order to	monitor the balances of supplies in reference for future nurchases.	50% and below Indate Stock Card all the time in	order to monitor the balances of supplies in	100% File a copy of all supporting documents for	future references such POW, etc.	85-99% File a copy of all supporting documents for	ruture references such POW, etc.	70-84% File a copy of all supporting documents for future references such POW, etc.	
-	သ	₩	ო	- 7	22					က		2		-		4	n	4		m		
	40 <b>%</b>				15%											2%						
	January - December,	707	January -	December,	- 303		·							January -	December,	2021						
	Check and record all the incoming	supplies for monitoring.	Update Stock Card	everytime in order	balances of	supplies in reference for future	purchases.	•						File a copy of all	supporting	documents for	ruture references	Canvass, Abstract,				
														SVETEMATIC	RECORDS	MANAGEMENT 40%						
						•											BASIC	EDUCATION	SERVICES			

		Ţ					1				-	1		
0.4				0.43					0.2					0.3
4				4.33					4					m
ဟ				2					4					<i>т</i>
т				4		•			4					ო
4				4					4					<u>ო</u>
93% Reconcile supplies as needed.			90% Assist	planning AFP in Supplies	part.			94%	Coordinate Physical	Coordinator.			%56	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 Plan	85-99% Assist in planning of Annual Procurement Plan.	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
+ to 4 to 0	-	လ	4	ဗ	2	-	S	4	က	2	<del></del>	5	4	က
10%		40%					2%					10%		
January - December, 2021		January - December,	2021				January - December,	January - December, 2021						
Ensure that the book balance of supplies reconcile with the actual count of supplies.		Assist in planning of Annual	Procurement Plan				Assist Physical Facilities	Coordinator in preparation of Program of Works	for the project to be implemented.			Punctuality and	time condousness.	
							CLERICAL SERVICES 15%							

			-	0.18						4.09	2			na	factory	2	tory						1 M 2 6 2024	
				3.66									factory	Outstanding	Very Satisfactory	Satisfactory	Unsatisfactory	Poor	/ */	when	EMMA O, RABUYA	Officer IV	2	36
				n									Very Satisfactory	00	66	66	66	66	6	5	MMA O. R	ninistrative	Approved by	-
				4									Ve	4.500-5.000	3.500-4.499	2.500-3.499	1.500-2.499	1.000-1.499			ш	Adn		
				4																				
conciousness			%56	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										,,	Gand	LEA/D. ALILIAN	Head/Teacher III/SIC	Kater	
2	-	5	4	~	>	c	7	,	-															
		2%									1000,	T00%												
		January - December,	2021																7		DZA			
		Spontaneous relationship with	the colleagues.																Make	brandist.	JASMIN A. MEND	ADAS II	Ratee	
			ATTRIBUTES 15%																	he rating is	ight assigned			
																				* To get the score, the rating is	multiplied by the weight assigned	8		