

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

Name of Employee: **KAYECEEE D. DELA CERNA**
 Position: **Administrative Officer II**
 Review Period: **JULY 2022 - JULY 2023**
 Division/Office: **Aguinaldo Elementary School, Governor Generoso South District, Division of Davao Oriental**

Name of Rater: **CECILIA L. RAGO**
 Position: **Principal - II**
 Date Review: **JULY 31, 2023**

TO BE FILLED IN DURING PLANNING										TO BE FILLED DURING EVALUATION					
MFO's	KRA's	OBJECTIVES	TIME LINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)			ACTUAL RESULTS	RATING				SCORE*		
					QUALITY	EFFICIENCY	TIMELINESS		Q	E	T	Average			
PERSONNEL ADMINISTRATION		Provide human resources management support to the school head and coordinate with AO IV on the recruitment and selection of applicants in the school, and checking and validating the completeness of applicants' documents to be submitted to the HRMO.	Quarterly/ Yearly	10%	5	Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO	Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO w/out error	Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO before the deadline	Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO with one error on the set deadline.	5	4	4	4.33	0.433	
					4		Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO w/one error	Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO on the deadline							
					3		Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO w/two errors	Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO one day later than the deadline							
					2		Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO w/three errors	Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO two days later than the deadline							
					1		Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO w/four errors	Provided support on the recruitment & selection process, and checked & validated applicants documents to be submitted to the HRMO three days later than the deadline							
		Consolidate daily time record of school personnel and prepare monthly report of service (form 7), Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval of the SDS.	Monthly	25%	5	Consolidated daily time record of school personnel and prepare monthly report of service (form 7) and acted on application for leaves of school personnel and facilitate recommendation by the school head and approval of the SDS.	submitted reports w/out revision	submitted on before the 5th day of the following month	Consolidated daily time record of school personnel and prepared monthly report of service (form 7), Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval of the SDS with one revision every 5th day of the following month.	4	5	4	4.33	1.083	
					4		submitted reports w/one revision	submitted on the 5th day of the following month							
					3		submitted reports w/two revisions	submitted on the 6th day of the following month							
					2		submitted reports w/three revisions	submitted on the 7th day of the following month							
	1				submitted reports w/four revisions		submitted on the 8th day of the following month								
				5		Facilitated submission of requests of school personnel w/out revision	Facilitated submission of requests of school personnel on the day it was made								
				4		Facilitated submission of requests of school personnel with one revision	Facilitated submission of requests of school personnel one day after it was made								

TO BE FILLED IN DURING PLANNING										TO BE FILLED DURING EVALUATION					
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					QUALITY		EFFICIENCY		TIMELINESS	Q	E	T		Average	
BASIC EDUCATION SERVICES		Facilitate submission and approval by the SDS of Permit to study/ practice of profession, authority to travel, and other school requests for school personnel.	Daily / Monthly/ Quarterly	5%	3	Facilitated all submission and approval by the SDS of Permit to study/ practice of profession, authority to travel, and other school requests for school personnel.	Facilitated submission of requests of school personnel with two revisions	Facilitated submission of requests of school personnel two days after it was made	Facilitated submission and approval by the SDS of Permit to study/ practice of profession, authority to travel, and other school requests for school personnel with two revisions one day after it was made.	5	5	5	5.00	0.250	
				2		Facilitated submission of requests of school personnel with three revisions	Facilitated submission of requests of school personnel three days after it was made								
				1		Facilitated submission of requests of school personnel with four revisions	Facilitated submission of requests of school personnel four days after it was made								
	PROPERTY CUSTODIANSHIP	Issue supplies, materials, equipment, and other materials to requesting teaching & non-teaching personnel of the school	Weekly	10%	5	Issued all supplies and materials to requesting personnel	Issued supplies and materials to requesting personnel without deficiency	Issued supplies and materials to requesting personnel on the day it was requested	Issued 90-95% of supplies, materials, equipment, and other materials to requesting teaching & non-teaching personnel of the school with two deficiency two days after it was requested	5	4	4	4.33	0.433	
					4	Issued 90-95% of supplies and materials to requesting personnel	Issued supplies and materials to requesting personnel with one deficiency	Issued supplies and materials to requesting personnel one day after it was requested							
					3	Issued 85-89% of supplies and materials to requesting personnel	Issued supplies and materials to requesting personnel with two deficiencies	Issued supplies and materials to requesting personnel two days after it was requested							
					2	Issued 80-84% of supplies and materials to requesting personnel	Issued supplies and materials to requesting personnel with three deficiencies	Issued supplies and materials to requesting personnel three days after it was requested							
					1	Issued 79% of supplies and materials to requesting personnel	Issued supplies and materials to requesting personnel with four deficiencies	Issued supplies and materials to requesting personnel four days after it was requested							
	SUPPORT	Prepare, encode, and scan monthly MOOE Liquidation	Monthly	25%	5	Prepared, encoded, and scanned monthly MOOE Liquidation	Prepared, encoded, and scanned monthly MOOE Liquidation without error	Prepared, encoded, and scanned monthly MOOE Liquidation before the 5th day of the following month	Prepared, encoded, and scanned monthly MOOE Liquidation without error on the 5th day of the following month.	5	4	4	4.33	1.083	
					4		Prepared, encoded, and scanned monthly MOOE Liquidation with one error	Prepared, encoded, and scanned monthly MOOE Liquidation on the 5th day of the following month							
					3		Prepared, encoded, and scanned monthly MOOE Liquidation with two errors	Prepared, encoded, and scanned monthly MOOE Liquidation on the 6th day of the following month							
					2		Prepared, encoded, and scanned monthly MOOE Liquidation with three errors	Prepared, encoded, and scanned monthly MOOE Liquidation on the 7th day of the following month							
					1		Prepared, encoded, and scanned monthly MOOE Liquidation with four errors	Prepared, encoded, and scanned monthly MOOE Liquidation on the 8th day of the following month							

TO BE FILLED IN DURING PLANNING										TO BE FILLED DURING EVALUATION					
MFO's	KRA's	OBJECTIVES	TIME LINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)				ACTUAL RESULTS	RATING				SCORE*	
					QUALITY		EFFICIENCY	TIMELINESS		Q	E	T	Average		
GENERAL ADMINISTRATIVE		Performed 100% of the daily tasks assigned by the School Head with no delay vis a vis expected time to finish/ submit	Daily / Monthly/ Quarterly	10%	5	100% of reports submitted with no errors/ corrections	100% of reports were done efficiently	Reports/ tasks submitted/ done in advance.	96%-99% reports/tasks were done efficiently on time.	5	5	4	4.67	0.4666667	
					4	96%-99% of reports/tasks submitted with no errors/ corrections	96%-99% of reports/tasks submitted were done efficiently	Reports/tasks submitted/ done on time.							
					3	95%-90% of reports/tasks submitted with no errors/ corrections	95%-90% of reports/tasks submitted with no errors/ corrections	Reports/tasks submitted/done a day after the deadline.							
					2	89%-80% of reports/tasks submitted with no errors/ corrections	89%-80% of reports/tasks submitted were done efficiently	Reports/tasks submitted/done two days to 3 days after the deadline.							
					1	21%-89% of reports/tasks submitted with no errors/ corrections	21%-89% of reports/tasks submitted were done efficiently	Reports/tasks submitted/done 4 days and more after the deadline.							
		Kept complete record of papers/documents hard/soft copy received or released observing the following indicators: a. Organized b. Clear c. Updated d. Safe	Daily / Monthly/ Quarterly	10%	5	monitored/assessed always			Records were monitored and assessed most of the time.	4	4	4	4	0.4	
					4	monitored/ assessed most of the time									
					3	monitored/ assessed once in a while									
					2	monitored/ assessed when reminded									
					1	not monitored/ assessed									
		Provide technical assistance and interventions to support effective records management in the school.	Daily / Monthly/ Quarterly	5%	5	Provided technical assistance always			Provided technical assistance always.	4	4	4	4	0.2	
					4	Provided technical assistance most of the time									
					3	Provided technical assistance once in a while									
					4	Provided technical assistance when reminded									
					1	Does not provide technical assistance									
* To get the score, the rating is multiplied by the weight assigned			TOTAL	100%					Overall Rating for Accomplishments		Very Satisfactory		4.3500		

S.Y. 2022-2023

Approved by:

KAYECE D. DELA CERNA
Administrative Officer II
Ratee

CECILIA L. RAGO
Principal - II
Rater

EMMA O. RABUYA
Administrative Officer V

PART II: COMPETENCIES

CORE BEHAVIORAL COMPETENCIES			CORE SKILLS		
Self-Management			Teamwork		
1	1	Sets personal goals and direction, needs and development.	1	1	Willingly does his/her share of responsibility.
1	2	Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization.	1	2	Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization.
1	3	Displays emotional maturity and enthusiasm for and is challenged by higher goals.	1	3	Applies negotiation principles in arriving at win-win agreements.
1	4	Prioritizes work tasks and schedules (through Gantt charts, checklists, etc.) to achieve goals.	1	4	Drives consensus and team ownership of decisions.
1	5	Sets high quality, challenging, realistic goals for self and others.	1	5	Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.
Professionalism and Ethics			Service Orientation		
1	1	Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713).	1	1	Can explain and articulate organizational directions, issues and problems.
1	2	Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.	1	2	Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.
1	3	Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.	1	3	Initiates activities that promotes advocacy for men and women empowerment.
1	4	Makes personal sacrifices to meet organization's needs.	1	4	Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.
1	5	Acts with a sense of urgency and responsibility to meet organization's needs, improve systems and help others improve their effectiveness.	1	5	Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.
Result Focus			Innovation		
1	1	Achieves results with optimal use of time and resources most of the time.	1	1	Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).
1	2	Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.	1	2	Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.
	3	Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.	1	3	Promotes a creative climate and inspires co-workers to develop original ideas or solutions.
1	4	Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.	1	4	Translates creative thinking into tangible changes and solutions that improve the work unit and organization.
1	5	Makes specific changes in the system or in own work methods to improve performance. Examples may include doing something better, faster, at a lower cost, more efficiently, or improving quality, customer satisfaction, morale, without setting any specific goal.	1	5	Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.
			Written Communication		
			1	1	Knows the different written business communication formats used in DepEd.
			1	2	Writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical errors (e.g. memos, minutes, etc.)
			1	3	Secures information from required references (i.e., Directories, schedules, notices, instructions) for specific purposes.
			1	4	Self-edits words, numbers, phonetic notation and content, if necessary.
			1	5	Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications.
			Computer/ICT Skills		
			1	1	Prepares basic compositions (e.g., letters, reports, spreadsheets and graphics presentation using Word Processing and Excel).
			1	2	Identifies different computer parts, turns the computer on/off, and work on a given task with acceptable speed and accuracy and connects computer peripherals (e.g. printers, modems, multimedia projectors, etc.)
				3	Prepares simple presentation using Powerpoint.
			1	4	Utilizes technologies to: access information to enhance professional productivity, assists in conducting research and communicate through local and global professional networks.
			1	5	Recommends appropriate and updated technology to enhance productivity and professional practice.

OVERALL COMPETENCY RATINGS

CORE BEHAVIORAL COMPETENCIES

4.67

CORE SKILLS

4.67

OVERALL RATING

4.67

PART III: SUMMARY OF RATINGS FOR DISCUSSION

Final Performance Results	Adjectival Rating	RATING
Accomplishments of KRAs & Objectives	Very Satisfactory	4.3500

Employee-Superior Agreement

The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form.

Name of Employee KAYECEEE D. DELA CERNA	Name of Superior CECILIA L. RAGO
Signature	Signature
Date	Date

PART IV: DEVELOPMENT PLANS

STRENGTHS	DEVELOPMENT NEEDS	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
Utilizes technologies to: access information to enhance professional productivity, assists in conducting research and communicate through local and global professional networks.	Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/acceptability and completeness with no supervision required.	Attend to Seminars & Trainings	School year	Seminars and Trainings. Speakers who are appropriate to help the administrative officer.
Expresses a desire to do better and may express frustration at waste or inefficiency. May focus on new or more precise ways of meeting goals set.		Attend to Seminars & Trainings	School year	
Examines the root cause of problems and suggests effective solutions. Fosters new ideas, processes, and suggests better ways to do things (cost and/or operational efficiency).	Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.	Attend to Seminars & Trainings	School year	

Approved by:

KAYECEEE D. DELA CERNA

Administrative Officer II
Ratee

CECILIA L. RAGO

School Head
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EMMA O. RABUYA

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