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	DEPT. STATE OF THE PARTY AND ADDRESS OF THE PA	lities	INDIVIDUAL PERFORMANCE	IL PERF	SEMA	NCE COMMITMENT AND REVIEW FORM	W FORM		)			
Name of Employee:	JASMI	JASMIN A. MENDOZA				Name of Rater:	Σ	MILDRED G. CLEMENTE	OG. CI	EME	NTE NTE	
Position:	Admin	Admin. Assistant II				Position:			Principal II	=		
Review Period: January - December, 2022. Bureau/Service/Center/Divi Division of Davao Oriental	Januar ter/Divi Divisio	January - December, 2022 Division of Davao Oriental	122 Ital			Date of Review:		FEBR	FEBRUARY, 2023	, 2023		
		TO BE	TO BE FILLED IN DURING PLANNING	IRING PLAI	VNING		TO BE FILLED DURING EVALUATION	ILLED	DURIN	GEVA	LUAT	NO
-010	- 2007	OTI ITOTI GO	division in the same	Weight			ACTUAL		RATING	NG		
MILOS	KKAS	OBJECTIVES	IMELINE	per KRA		PERFORMANCE INDICATORS	RESULTS	ø	ш		AVE.	SCORE
		Prepared and encoded BIR	January, 2022	40%	5	100% Prepared and encoded BIR Alphalist version 6.1.	95% Prepared					
		formulate BIR form			4	85-99% Prepared and encoded BIR Alphalist version 6.1.	correctly in					
		.0107			e	70-84% Prepared and encoded BIR Alpahlist version 6.1.	with the BIR	2	2	4	4.67	0.467
					2	59%Prepared and encoded BIR Alpahlist version	forwarded to			11111111		
			18		-	50% and below Prepared and encoded Alpahiist version 6.1.	promptly.					
		Prepared APP-CSE 2023, Scan a copy	July - September	2%	5	100% Prepared APP-CSE, Scan and submit Excel format to DBM						
		and submit an Excel format to	2022		4	red APP-CSE, Scan and submit Excel	95% Prepared,					
		DBM PHILGEPS			8	70-84% Prepared APP-CSE, Scan and submit Excel format to DBM	scanned and submitted to	4	4	2	4.33	0.2165
					2	51-69% Prepared APP-CSE, Scan and submit Excel format to DBM	Philgeps site on time.					
					-	50% and below Prepared APP-CSE, Scan and submit Excel format to DBM						
ADI	ADMINISTRATIVE	Prepared and encoded	September - December,	2%	5	100%Prepared and encoded transaction in EFRS						
SUP	SUPPORT SEVICES		2022			system, generate reports and submit to COA.						
	30%	EFRS System and generate reports such as JEV, Trial		'	4	85-99% Prepared and encoded transaction in EFRS system, generate reports and submit to COA.	94%Prepared and encoded					
		Balnce, Journal/Ledger and other reports.		,	3	70-84% Prepared and encoded transaction in EFRS system, generate reports and submit to COA.	transaction in EFRS system, generate	22	4	4	4.33	0.2165

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100% Update Stock Card all the time in order to	9	
monitor the balances of supplies in reference for future purchases.		
85-99% Update Stock Card all the time in order to	4	
monitor the balances of supplies in reference for future purchases.		
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0.2335 0.7 4.0 4.67 4 ഹ S က S kept a file copy attachments for 93% Reconcile vouacher with 98% Always for reference. 90% File a supplies as references copy of needed. 70-84% File a copy of all supporting documents for 85-99% File a copy of all supporting documents for 51-69% File a copy of all supporting documents for 51-69% Update Stock Card all the time in order to 50% and below Update Stock Card all the time in 85-99% Ensure that the book balance of supplies 51-69% Ensure that the book balance of supplies 100% File a copy of all supporting documents for 70-84% Ensure that the book balance of supplies monitor the balances of supplies in reference for documents and scanned copy submitted to COA 70-84% File a copy of Vouchers with supporting 51-69% File a copy of Vouchers with supporting documents for future references such POW, etc. 85-99%File a copy of Vouchers with supporting 100% Ensure that the book balance of supplies 100% File a copy of Vouchers with supporting 50% File a copy of Vouchers with supporting order to monitor the balances of supplies in 50% and below File a copy of all supporting reconcile with the actual count of supplies future references such POW, etc. reference for future purchases. future purchases. 10% 26 2% September -January -December, 2022 January -December, 2022 December, 2022 File the a copy of submitted to COA Canvass, Abstract, supplies reconcile future references PO, IAR and RIS document and scanned copy count of supplies. voucher with File a copy of all book balance of supporting Ensure that the thru email. with the actual documents for such as PR, supporting **MANAGEMENT 40%** SYSTEMATIC RECORDS

BASIC EDUCATION SERVICES

				-	50% and below Ensure that the book balance of supplies reconcile with the actual count of supplies						
	Assist in planning of Annual	January - December,	10%	5	100% Assist in planning of Annual Procurement Plan						
	Procurement Plan	2022		4	85-99% Assist in planning of Annual Procurement Plan.	90% Assist					
			•	က	70-84% Assist in planning of Annual Procurement Plan	planning APP in Supplies	4	4	ت 4	4.33 C	0.433
				2	51-69% Assist in planning of Annual Procurement Plan	part					
				-	50% and below Assist in planning of Annual Procurement Plan				· · · · · · · · · · · · · · · · · · ·		
CLERICAL SERVICES 15%	Assist Physical Facilities	January - December,	2%	5	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.						
	Coordinator in preparation of Morte	2022		4	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.	94%		<del> </del>			
	for the project to be implemented.			င	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.	Coordinate	4	4	4		0.2
				2	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.	Coordinator.					
	:			-	100% Assist Physical Facilities Coordinator in preparation of POW for the project implemented.						<del></del>
	Punctuality and	January -	40%	5	100% Punctuality and time conciousness						
	TIME CONCIOUSNESS.	December, 2022		7	85-99% Punctual and time conciousness	95%					_
				က	70-84% Punctual and time conciousness	Punctuality and	4	4	4		0.4
				2	51-69% Punctual and time conciousness	conciousness	, <u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>				
				-	50% and below Punctual and time conciousness				·		
BEHAVIORAL	Spontaneous relationship with the	January - December,	2%	5	100% Spontaneous relationship with the colleagues						
ATTRIBUTES 15%	colleagues.	2022		4	85-99% Sportaneous relationship with the colleagues	95%					
				8	70-84% Spontaneous relationship with the colleagues	Spontaneous relationship	4	4	4		0.2

		4.27		_	nding	itisfactory	Satisfactory	Unsatisfactory					>	•
				Very Satisfactory					9 Poor	(	3	EMMA/O. RABUYA	Administrative Officer IV	Approved by
<del></del>				Ve	4.500-5.000	3.500-4.499	2.500-3.499	1,500-2,499	1.000-1.499			<b>ق</b>	Adm	
Anni colleagues		Over-all Rating	Adjectival	Rating						ļ		!	ļ	
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us relationship w	ontaneous relatic								•	and the	*	MLDRED G. CLEMENTE	Principal II	Rater
51-69%Spontaneous relationship with the colleagues	50% and below Spontaneous relationship with the colleagues									Ò	1	JHC.		\
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			100%									ı		
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											rating is	nt assigned		
	i									;	" To get the score, the rating is	multiplied by the weight assigned		