



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM



Name of Employee : JASMIN A. MENDOZA Position: Admin. Assistant II Review Period: January - December, 2021 Bureau/Service/Center/Div Division of Davao Oriental	Name of Rater: LEAH J. ALILIAN Position: Head Teacher III/School In Charge Date of Review: JULY 2022
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TO BE FILLED IN DURING PLANNING						TO BE FILLED DURING EVALUATION						
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS	ACTUAL RESULTS	RATING			SCORE		
ADMINISTRATIVE SUPPORT SERVICES 30%		Prepared and encoded BIR Alphalist 7.0 to formulate BIR form 2316.	January, 2021	5%	5	100% Prepared and encoded BIR Alphalist version 6.1.	95% Prepared and encoded correctly in accordance with the BIR Guidelines and forwarded to accounting promptly.	4	4	5	4.33	0.22
					4	85-99% Prepared and encoded BIR Alphalist version 6.1.						
					3	70-84% Prepared and encoded BIR Alphalist version 6.1.						
					2	51-69%Prepared and encoded BIR Alphalist version 6.1.						
					1	50% and below Prepared and encoded Alphalist version 6.1.						
		Prepared APP-CSE 2021, Scan a copy and submit an Excel format to DBM PHILGEPS	August - October, 2021	10%	5	100% Prepared APP-CSE, Scan and submit Excel format to DBM	95% Prepared, scanned and submitted to Philgeps site on time.	4	4	5	4.33	0.43
					4	85-99% Prepared APP-CSE, Scan and submit Excel format to DBM						
					3	70-84% Prepared APP-CSE, Scan and submit Excel format to DBM						
					2	51-69% Prepared APP-CSE, Scan and submit Excel format to DBM						
					1	50% and below Prepared APP-CSE, Scan and submit Excel format to DBM						
		Prepared and encoded supporting documents of supplies purchase such as PR, Canvass, Abstract PO, IAR and RIS	January - December, 2021	15%	5	100% Prepared and encoded SD of supplies purchased such as POW etc.	98% Prepared and encoded correctly and forwarded to accounting as soon as it done.	4	4	5	4.33	0.65
					4	85%-99% Prepared and encoded SD of supplies purchased such as POW etc.						
					3	70%-84% Prepared and encoded SD of supplies purchased such as POW etc.						
					2	51-69% Prepared and encoded SD of supplies purchased such as POW etc.						

BASIC EDUCATION SERVICES	SYSTEMATIC RECORDS MANAGEMENT 40%	Check and record all the incoming and outgoing of supplies for monitoring.	January - December, 2021	10%	1	50% and below Prepared and encoded SD of supplies purchased such as POW etc.							
					5	100% Check and record all the incoming and outgoing of supplies for monitoring							
					4	85-99% Check and record all the incoming and outgoing of supplies for monitoring							
					3	70-84% Check and record all the incoming and outgoing of supplies for monitoring	4	4	5	4.33	0.43		
					2	51-69% Check and record all the incoming and outgoing of supplies for monitoring							
					1	50% and below Check and record all the incoming and outgoing of supplies for monitoring							
		Update Stock Card everytime in order to monitor the balances of supplies in reference for future purchases.	January - December, 2021	15%	5	100% Update Stock Card all the time in order to monitor the balances of supplies in reference for future purchases.							
					4	85-99% Update Stock Card all the time in order to monitor the balances of supplies in reference for future purchases.							
					3	70-84% Update Stock Card all the time in order to monitor the balances of supplies in reference for future purchases.							
					2	51-69% Update Stock Card all the time in order to monitor the balances of supplies in reference for future purchases.							
					1	50% and below Update Stock Card all the time in order to monitor the balances of supplies in reference for future purchases.							
		File a copy of all supporting documents for future references such as PR, Canvass, Abstract, PO, IAR and RIS	January - December, 2021	5%	5	100% File a copy of all supporting documents for future references such POW, etc.							
					4	85-99% File a copy of all supporting documents for future references such POW, etc.							
					3	70-84% File a copy of all supporting documents for future references such POW, etc.							
					2	51-69% File a copy of all supporting documents for future references such POW, etc.							
							98% Always kept a file copy for reference.	4	3	5	4	0.2	
							95% Update Stock card as necessary	4	4	5	4.33	0.65	
							95% Check and record supplies anytime for monitoring	4	4	5	4.33	0.43	

[illegible]

