

Individual Performance Commitment and Review Form

Name of Employee: KAYECE D. DELA CERNA

Position: Administrative Officer II

Review Period: JANUARY-JUNE 2022

Division: Schools Division of Davao Oriental

TO BE FILLED IN DURING PLANNING

MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per I	PERFORMANCE INDICATORS
					QUALITY EFFICIENCY
Basic Educat	Personnel A	Identify and	Monthly	10%	5 Identified ar
					4 Identified ar
					3 Identified ar
					2 Identified ar
					1 Identified ar
	Personnel A	1. Check Dai	Monthly	10%	5 Checked Dai
					4 Complete su
					3 Complete su
					2 Complete su
					1 Complete su
		2. Act on the	Daily	15%	5 Acted on the
					4 Acted on val
					3 Acted on val
					2 Acted on val
					1 Acted on val
	Property Cu:	Provides ass	Monthly	15%	5 Issued all su
					4 Issued 90-95
					3 Issued 85-89
					2 Issued 80-84
					1 Issued 79% r
		Keep an upd	Quarterly	15%	5 Updated inv
					4 Updated inv
					3 Updated inv
					2 Updated inv
					1 Updated inv
0 General Adn		Provides ger	Daily	15%	5 Prepared, er
					4 Prepared, er
					3 Prepared, er
					2 Prepared, er
					1 Prepared, er
	Professional	1. Attend re	Monthly	10%	5 All required without laps
					4 1 training w with 1 lapse
					3 2 trainings v with 2 apses
					2 3 trainings v with 3 lapse
					1 4 trainings v with 4 lapse
		2. Attend required meetings/conferen			5 No meeting without laps

Professional 1. Observed Daily

10%

2. Reported to work regularly except

3. Maintained punctuality in reporting

4 1 meetings/with 1 lapse

3 2 meetings/with 2 lapses

2 3 meetings/with 3 lapses

1 4 meetings/with 4 lapses

5 Used prescribed wear prescribed

4 5 times miss 4 out of 5

3 10 times miss 3 out of 5

2 15 times miss 2 out of 5

1 20 times miss 1 out of 5

5 100 % attendance Reported to

4 1 day absent with 1 lapse

3 2 days absent with 2 lapses

2 3 days absent with 3 lapses

1 1 day absent with 4 or more

5 100% punctuality reported to

4 2 times late 4 out of 5

3 4 times late 3 out of 5

2 6 times late 2 out of 5

1 8 times late 1 out of 5

OVER-ALL RATING FOR A

Ratee:

Rater:

Rater:

KAYECE D. DELA CERNA
Administrative Officer II

JOENHEL D. SATINITIGAN
HEAD TEACHER III

Name of Rater: JOENHEL D. SATINITIGAN
 Position: HEAD TEACHER III
 Date of Review: 22-Jul-22

TO BE FILLED DURING EVALUATION
 ACTUAL RES RATINGS

TIMELINESS	Q	E	T	Average
Identified and monitored teaching personnel who	4	4	4	4
Identified and monitored teaching personnel who incur absentism/tardiness monthly for appropriat				
Identified and monitored teaching personnel who incur absentism/tardiness monthly for appropriat				
Identified and monitored teaching personnel who incur absentism/tardiness monthly for appropriat				
Identified and monitored teaching personnel who incur absentism/tardiness monthly for appropriat				
Complete and accurate submission of reports to S	5	5	4	4.66
Complete and accurate submission of reports to SDO two (2) days ahead of the due date				
Complete and accurate submission of reports to SDO on the due date				
Complete and accurate submission of reports to SDO two (2) days behind of the due date				
Complete and accurate submission of reports to SDO three (3) days behind of the due date				
Acted on valid requests of school requesting pers	4	4	4	4
Acted on valid requests of school requesting personnel one (1) day after it was requested				
Acted on valid requests of school requesting personnel two (2) days after it was requested				
Acted on valid requests of school requesting personnel three (3) days after it was requested				
Acted on valid requests of school requesting personnel four (4) days after it was requested				
Issued supplies, materials and self-learning modul	4	4	4	4
Issued supplies, materials and self-learning modules to requesting teachers of the school one (1) da				
Issued supplies, materials and self-learning modules to requesting teachers of the school two (2) da				
Issued supplies, materials and self-learning modules to requesting teachers of the school three (3) d				
Issued supplies, materials and self-learning modules to requesting teachers of the school four (4) da				
Updated inventory of supplies, materials, and equ	4	4	4	4
Updated inventory of supplies, materials, and equipment one (1) to two (2) days after receipt				
Updated inventory of supplies, materials, and equipment three (3) after receipt				
Updated inventory of supplies, materials, and equipment four (4) days after receipt				
Updated inventory of supplies, materials, and equipment five (5) days after receipt				
Prepared, encoded and submitted reports to SDO	5	5	5	5
Prepared, encoded and submitted reports to SDO two (2) days ahead of the due date				
Prepared, encoded and submitted reports to SDO on the due date				
Prepared, encoded and submitted reports to SDO two (2) days behind of the due date				
Prepared, encoded and submitted reports to SDO three (3) days behind of the due date				
Arrived on/ahead of time	5	5	5	5
5 minutes late				
10 minutes late				
15 minutes late				
20 minutes late				
Arrived on/ahead of time				

5 minutes late				
10 minutes late				
15 minutes late				
20 minutes late				
wear prescribed uniform and observed good grooming	5	5	5	5
4 out of 5				
3 out of 5				
2 out of 5				
1 out of 5				
on the working days				
1 hour late				
2 hours late				
3				
hours late				
one hour before the time				
30 minutes before the time				
on time				
10 minutes late				
5 minutes late				
CCOMPLISHMENTS				35.66

Approved by:

EMMA O. RABUYA
Administrative Officer V

SCORE

0.4

te action per CSC rules and regulations on the deadline

te action per CSC rules and regulations 1 day later than the deadline

te action per CSC rules and regulations 2 days later than the deadline

te action per CSC rules and regulations 3 days later than the deadline

0.46

0.6

0.6

y after it was requested

ys after it was requested

lays after it was requested

ys after it was requested

0.6

0.75

0.5

0.5

4.41