

Name of Employee:		JEFFREY S. MACADAGAT			Name of Rater:		ROLAND A. DELIGERO				
Position:		ADMINISTRATIVE OFFICER II			Position:		SCHOOL PRINCIPAL I				
Review Period:		JANUARY 2022 - DECEMBER 2022			Date of Review		JANUARY 4, 2023				
School / Division:		COMARA T. MANUEL CENTRAL ELEMENTARY SCHOOL – II, LUPON WEST DISTRICT, DIVISION OF DAVAO ORIENTAL									
Major Final Output (MFOS)	Key Result Areas (KRAs)	Objectives	Timeline	Weight Per KRA	Performance Indicators (Quality, Efficiency, Timelines)	Actual Results	TO BE FILLED IN DURING EVALUATION				
							ACTUAL RESULTS			Average Rating	Score
							Q	E	T		
	Personnel Administration	1. Recruitment and Selection  - Provide human resources management support to the School Head and coordinate with AO IV of the SDO in the following HR-related functions:  a. recruitment and selection of applicants in the school assigned  b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of	January 2022 to December 2022	15%	<b>RATINGS:</b> <b>5-</b> 100% Provided human resources management support to the School Head and coordinated with AO IV of the SDO in the HR-related functions. <b>4-</b> 90% Provided human resources management support to the School Head and coordinated with AO IV of the SDO in the HR-related functions. <b>3 -</b> 80% Provided human resources management support to the School Head and coordinated with AO IV of the SDO in the HR-related functions. <b>2-</b> 70% Provided human resources management support to the School Head and coordinated with AO IV of the SDO in the HR-related functions. <b>1-</b> 60% Provided human resources management support to the School	-Provided HR support to the following:  5 Promoted personnel (3-T3, 1-MT1, 1-MT2), 9 Applications for Promotion (6-T3, 1-MT1, 2-MT2), 4 Applications for Substitute Teacher (On Leave: Simo, Valencia, Milan, Jawadin), & 7 T1 Applicants.	5	5	4	4.66	0.69

		documents to be submitted to the HRMO for preparation/issuance of appointment			Head and coordinated with AO IV of the SDO in the HR-related functions.						
		c. Prepare ERF of qualified teachers and submit to SDO for processing									
		<p>2. Personnel Records</p> <ul style="list-style-type: none"> <li>- Update 201 files and maintain database of personal information of school personnel</li> <li>- Consolidate daily time record (DTR) of school personnel</li> <li>- Monitor and record attendance/absence of school personnel and report to School Head issues and concerns related thereto</li> <li>- Acts on application for leaves of school personnel</li> <li>- Update vacation service/leave credits of school personnel</li> <li>- Maintain the confidentiality of</li> </ul>	January 2022 to December 2022	20%	<p>5- 100% Updated 201 files, consolidated DTR, monitored and recorded attendance/absences, acted on application for leave, and updated vacation service credits of school personnel.</p> <p>4- 90% Updated 201 files, consolidated DTR, monitored and recorded attendance/absences, acted on application for leave, and updated vacation service credits of school personnel.</p> <p>3 - 80% Updated 201 files, consolidated DTR, monitored and recorded attendance/absences, acted on application for leave, and updated vacation service credits of school personnel.</p> <p>2- 70% Updated 201 files, consolidated DTR, monitored and recorded attendance/absences, acted on application for leave, and</p>	<p>-updated 201 files of all school personnel</p> <p>-updated service records of all school personnel</p> <p>-downloaded from Biometrics and printed monthly DTR of all school personnel</p> <p>-acted on 97 leave applications (w/ transmittal)</p> <p>-submitted 147 requests for grant of service credits (w/ transmittal).</p>	5	4	4	4.33	0.87



		personal information of school personnel - Coordinate with concerned offices and other agencies/entities on the implementation of policies and guidelines relevant to personnel			updated vacation service credits of school personnel. 1- 60% Updated 201 files, consolidated DTR, monitored and recorded attendance/absences, acted on application for leave, and updated vacation service credits of school personnel.						
		3. Compensation and Benefits - Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. step increment, salary differentials, etc.) - Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification. - Process retirement/separation benefits of school personnel for indorsement by the School Head to the SDO	January 2022 to December 2022	20%	5- 100 % Computed, submitted, monitored and prepared personnel benefits (e.g. step increment, salary differential, etc.) for processing, funding, and release. 4- 90% Computed, submitted, monitored and prepared personnel benefits (e.g. step increment, salary differential, etc.) for processing, funding, and release. 3- 80% Computed, submitted, monitored and prepared personnel benefits (e.g. step increment, salary differential, etc.) for processing, funding, and release. 2- 70% Computed, submitted, monitored and prepared personnel benefits (e.g. step increment, salary differential, etc.) for processing, funding, and release. 1- 60% Computed, submitted, monitored and prepared personnel benefits (e.g. step increment, salary differential, etc.) for processing, funding, and release.	-computed and submitted the following requests:  7 requests for salary adjustment, 7 requests for salary differential, 4 loyalty claims and 3 salary claims.  -prepared and submitted NOSA of 47 school personnel due to implementation of SSL V 3 <sup>rd</sup> Tranche  -assisted 1 personnel for retirement benefits, 1 family of the deceased personnel for death claims.	5	5	4	4.66	0.93

		<p>4. Other HR-related functions</p> <ul style="list-style-type: none"> <li>- Update school personnel of the latest HR-related policies</li> <li>- Develop and present to the School Head/HRMO innovative strategies in improving HR practice in the school</li> <li>- Assist the School Head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li> <li>- Prepare and submit HR-related reports to School Head/HRMO</li> <li>- Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</li> <li>- Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.</li> </ul>	January 2022 to December 2022	5%	<p>5- 100 % Performed other HR-related functions.</p> <p>4- 90% Performed other HR-related functions.</p> <p>3- 80% Performed other HR-related functions.</p> <p>2- 70% Performed other HR-related functions.</p> <p>1- 60% Performed other HR-related functions.</p>	<p>-assisted the School Head on the quarterly awarding and recognition of top 10 punctual school personnel.</p> <p>-prepared 142 Travel Authority (Official and Personal Travel)</p> <p>-updated school personnel on notice of vacancies of position.</p> <p>- prepared and submitted HR-related reports to HRMO (like PBB Eligibles, loyalty claims for budget preparation, service awardees, etc.)</p>	5	5	5	5.00	0.25
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	<b>Property Custodianship</b> <ul style="list-style-type: none"> <li>- Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</li> <li>- Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li> <li>- Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials</li> <li>- Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li> <li>- Prepare and submit reports on all property accountability of the school.</li> </ul>	August 2022 to December 2022	10%	<p><b>5-</b> 100 % Prepared and submitted reports, updated inventory, facilitated procurement, ensure proper storage and issues supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p><b>4-</b> 90% Prepared and submitted reports, updated inventory, facilitated procurement, ensure proper storage and issues supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p><b>3-</b> 80% Prepared and submitted reports, updated inventory, facilitated procurement, ensure proper storage and issues supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p><b>2-</b> 70% Prepared and submitted reports, updated inventory, facilitated procurement, ensure proper storage and issues supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p><b>1-</b> 60% Prepared and submitted reports, updated inventory,</p>	<p>-Ensured proper storage and kept an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</p> <p>-Prepared and submitted reports. (RPCI and RPCPPE)</p>	4	4	4	4.00	0.40
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					facilitated procurement, ensure proper storage and issues supplies, materials, equipment, textbooks, and other learning resource materials.						
	<b>General Administrative Support</b>	<ul style="list-style-type: none"> <li>- Assist the School Head in the preparation of School Form 7</li> <li>- Assist the school planning team in the preparation of SIP/AIP</li> <li>- Provide general administrative support to School Head and teachers</li> </ul>	January 2022 to December 2022	10%	<p><b>5-</b> 100 % Provided general administrative support and assisted the School Head in the preparation of SF7 and the School Planning Team in the preparation of SIP/AIP.</p> <p><b>4-</b> 90% Provided general administrative support and assisted the School Head in the preparation of SF7 and the School Planning Team in the preparation of SIP/AIP.</p> <p><b>3-</b> 80% Provided general administrative support and assisted the School Head in the preparation of SF7 and the School Planning Team in the preparation of SIP/AIP.</p> <p><b>2-</b> 70% Provided general administrative support and assisted the School Head in the preparation of SF7 and the School Planning Team in the preparation of SIP/AIP.</p> <p><b>1-</b> 60% Provided general administrative support and assisted</p>	<p>-assisted the school planning team in the preparation of SIP/AIP through encoding.</p> <p>-provided general administrative support to School Head and Teachers (like filing of PDS &amp; SALN)</p>	5	5	5	5.00	0.50

					the School Head in the preparation of SF7 and the School Planning Team in the preparation of SIP/AIP.						
	<b>Special Assignment</b>	<p>1. District In-charge of the Monthly Payroll Worksheet &amp; Report of Service of Lupon West District – Elementary.</p> <ul style="list-style-type: none"> <li>- Consolidate DTRs from all elementary school personnel of the District.</li> <li>- Record attendance/absence of all elementary school personnel of the District and prepare Form 7 for signature of PSDS.</li> <li>- Submit soft and hard copy to the Division In-Charge.</li> </ul>	February 2022 to December 2022	10%	<p><b>5-</b> 100 % Consolidated and recorded attendance/absences of all elementary school personnel of the District, prepared and submitted Form 7 to the Division.</p> <p><b>4-</b> 90% Consolidated and recorded attendance/absences of all elementary school personnel of the District, prepared and submitted Form 7 to the Division.</p> <p><b>3-</b> 80% Consolidated and recorded attendance/absences of all elementary school personnel of the District, prepared and submitted Form 7 to the Division.</p> <p><b>2-</b> 70% Consolidated and recorded attendance/absences of all elementary school personnel of the District, prepared and submitted Form 7 to the Division.</p> <p><b>1-</b> 60% Consolidated and recorded attendance/absences of all elementary school personnel of the District, prepared and submitted Form 7 to the Division.</p>	<p>-consolidated DTRs of all elementary school personnel</p> <p>-emailed soft copy and submitted hard copy w/ signature of PSDS to the Division In-charge (w/ transmittal).</p>	5	5	4	4.66	0.47

		<p>2. District In-charge for the Welfare and Benefits of Elementary Schools personnel of Lupon West District.</p> <p>- Assist elementary schools in-charge in the preparation of working papers and its attachments.</p>	February 2022 to December 2022	5%	<p>5- 100 % Assisted schools in-charge in the preparation of working papers and its attachments.</p> <p>4- 90% Assisted schools in-charge in the preparation of working papers and its attachments.</p> <p>3- 80% Assisted schools in-charge in the preparation of working papers and its attachments.</p> <p>2- 70% Assisted schools in-charge in the preparation of working papers and its attachments.</p> <p>1- 60% Assisted schools in-charge in the preparation of working papers and its attachments.</p>	<p>-certificate of recognition as resource speaker on the Orientation of Personnel Welfare and Benefits and its attachments.</p> <p>- assisted elementary schools in-charge in the District thru group chat, personal message or calls.</p>	5	5	3	4.33	0.22
	<b>Plus Factor</b>	Maintains professional and technical knowledge by attending educational workshops and In-service trainings.	January 2022 to December 2022	5%	<p>5- Attended 32hrs of educational workshops and In-service trainings</p> <p>4- Attended 24hrs of educational workshops and In-service trainings</p> <p>3- Attended 16hrs of educational workshops and In-service trainings</p> <p>2- Attended 8hrs of educational workshops and In-service trainings</p>	<p>Attended trainings:</p> <p>-Orientation on Web-based MOOE Monitoring</p> <p>-2022 National Employees' Union (NEU) Davao Oriental Chapter Congress</p>	3	3		3	0.15



					1- Attended 4hrs of educational workshops and In-service trainings					
TOTAL		100%								
Over-All Rating							4.48			
Descriptive Rating							Very Satisfactory			
Adjectival Rating Scale:  Outstanding      4.500-5.000 Very Satisfactory    3.500-4.499 Satisfactory        2.500-3.499 Unsatisfactory      1.500-2.400 Poor                  1.000-1.490		<div style="display: flex; justify-content: space-between;"> <div> <p>Ratee:</p>  <p><b>JEFFREY S. MACADAGAT</b> ADMINISTRATIVE OFFICER II</p> </div> <div> <p>Rater:</p>  <p><b>ROLAND A. DELIGERO</b> SCHOOL PRINCIPAL I</p> </div> </div> <div style="text-align: center; margin-top: 100px;"> <p>Approved by:</p>  <p><b>EMMA O. RABUYA</b> ADMINISTRATIVE OFFICER V 5/11/2023</p> </div>								

## PART II: COMPETENCIES

### CORE BEHAVIORAL COMPETENCIES

#### Self Management

1	Sets personal goals and directions, needs and development.	4	4
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.	4	
3	Displays emotional maturity and enthusiasm for and is challenged by higher goals.	4	
4	Prioritize work tasks and schedule (through gannts charts, checklist, etc) to achieve goals.	4	
5	Sets high quality, challenging, realistic goals for self and others	4	

#### Professionalism and Ethics

1	Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA6713)	4	4.2
2	Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.	4	
3	Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.	4	
4	Makes personal sacrifices to meet the organization's needs.	4	
5	Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.	5	

#### Result Focus

1	Achieves results with optimal use of time and resources most of the time.	4	4
2	Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.	3	
3	Delivers error-free outputs most of the time by confirming 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.	4	
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.	5	
5	Makes specific changes in the system or in own work methods 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.	4	

#### Teamwork

1	Willingly does his/her share of responsibility	5	4.4
2	Promotes collaborations and removes barriers to teamwork and goal accomplishment across the organization.	4	
3	Applies negotiation principles in arriving at win-win agreements	4	
4	Drives consensus and team ownership of decisions.	4	
5	Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.	5	

#### Service Orientation

1	Can explain and articulate organizational directions, issues and problems	4	4
2	Takes personal responsibility for dealing with and/or correcting customer service issues and concerns	4	
3	Initiates activities that promotes advocacy for men and women empowerment.	3	
4	Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.	4	
5	Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.	5	

#### Innovations

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)	4	4
2	Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.	4	
3	Promotes a creative climate and inspire co-workers to develop original ideas or solutions.	4	
4	Translates creative thinking into tangible changes and solutions that improve the work unit and organization.	4	
5	Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.	4	

# CORE SKILLS

## Oral Communication

1	Follows instructions accurately.	4	4
2	Expresses self clearly, fluently and articulately.	4	
3	Uses appropriate medium for the message.	4	
4	Adjust communication style to others.	4	
5	Guides discussions between and among peers to meet an objective.	4	

## Written Communication

1	Knows the different written business communication formats used in the DepEd.	3	3.6
2	Writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical error/s (e.g. memos, minutes, etc.)	3	
3	Secures information from required references (i.e., Directories, schedules, notices, instructions) for specific purposes.	4	
4	Self-edits words, numbers, phonetic notation and content, if necessary.	4	
5	Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications.	4	


## Computer/ICT Skills

1	Prepares basic compositions (e.g. letters, reports, spreadsheets and graphics presentation) using Word Processing and Excel.	5	4.6
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.)	5	
3	Prepares simple presentation using Powerpoint.	5	
4	Utilizes technologies to: access information to enhance professional productivity, assists in conducting research and communicate through local and global professional networks.	4	
5	Recommends appropriate and updated technology to enhance productivity and professional practice.	4	

## OVERALL COMPETENCY RATINGS

CORE BEHAVIORAL COMPETENCIES	4.10
CORE SKILLS	4.07
OVERALL RATING	4.08


Ratee:

  
JEFFREY S. MACADAGAT  
Administrative Officer II

Rater:

  
ROLAND A. DELIGERO  
School Principal I

Approved by:

  
EMMA O. RABUYA  
Administrative Officer V





**PART III: SUMMARY OF RATINGS FOR DISCUSSION**

Final Performance Result	Rating	Adjectival Rating
Accomplishment of KRA's and Objectives	4.48	Very Satisfactory

**RATER- RATEE AGREEMENT**

The signatures below confirm that the employee and his/her superior have agreed to the content of this appraisal form and the performance rating.

Name of Employee: <b>JEFFREY S. MACADAGAT</b>	Name of Superior: <b>ROLAND A. DELIGERO</b>
Signature 	Signature 
Date: <b>January 4, 2023</b>	Date: <b>January 4, 2023</b>

**PART IV: DEVELOPMENT PLANS**

Strengths	Developmental Needs	Action Plan	Timeline	Resources Needed
Has gained experiences in handling customer service; flexible in work environment; can do more with less supervisory.	Enhance verbal and written communication skills  More knowledge and effectiveness in human resource management, acquire bookkeeping skills, technology skills, and organizational skills.	Exercise communication skills; ask for mentoring from the seniors and experts.  Gain more knowledge and exercise efficiency in human resource management and administrative works. Attend trainings to gain more skills.	Year-round	Seminars, trainings, financial appropriations, professional speakers and other opportunities to grow as a professional administrative officer.

**Ratee:**

  
**JEFFREY S. MACADAGAT**  
Administrative Officer II

**Rater:**

  
**ROLAND A. DELIGERO**  
School Principal I

**Approved by:**

  
**EMMA O. RABUYA**  
Administrative Officer V