

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM



Name of Employee : Position: Review Period: Bureau/Service/Center/Divi		Name of Ratee: Position: Date of Review:		MILDRED G. CLEMENTE Principal II FEBRUARY, 2023				
		TO BE FILLED IN DURING PLANNING		TO BE FILLED DURING EVALUATION				
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS	ACTUAL RESULTS	RATING	SCORE
		Prepared and encoded BIR Alphalist 7.0 to formulate BIR form 2316.	January, 2022	10%	5 100% Prepared and encoded BIR Alphalist version 6.1. 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.	95% Prepared and encoded correctly in accordance with the BIR Guidelines and forwarded to accounting promptly.	5 4	4.67 0.467
		Prepared APP-CSE 2023, Scan a copy and submit an Excel format to DBM PHILGEPS	July - September 2022	5%	5 100% Prepared APP-CSE, Scan and submit Excel format to DBM 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	95% Prepared, scanned and submitted to Philgeps site on time.	4 5	4.33 0.2165
	ADMINISTRATIVE SUPPORT SERVICES 30%	Prepared and encoded transaction in EFRS System and generate reports such as JEV, Trial Balance, Journal/Ledger and other reports.	September - December, 2022	5%	5 100% Prepared and encoded transaction in EFRS system, generate reports and submit to COA. 4 85-99% Prepared and encoded transaction in EFRS system, generate reports and submit to COA. 3 70-84% Prepared and encoded transaction in EFRS system, generate reports and submit to COA.	94% Prepared and encoded transaction in EFRS system, generate	5 4 4	4.33 0.2165

[illegible]

**SYSTEMATIC
RECORDS
MANAGEMENT 40%**

[illegible]

[illegible]

