



Republic of the Philippines
Department of Education
Region XI

Individual Performance Commitment and Review Form (IPCRF)

Name of Employee: JAY MAR M. BAYON
Position: Administrative Officer II
Review Period: January - June 2022
Division: Schools Division of Davao Oriental

Name of Rater: MARIANO M. TAUPAN
Position: HEAD TEACHER I
Date of Review:

Major Final Outputs (MFO)	Key Result Areas (KRA)	OBJECTIVES	TIMELINE	Weight per KRA	TO BE FILLED IN DURING PLANNING			TO BE FILLED DURING EVALUATION				
					QUALITY	EFFICIENCY	TIMELINESS	ACTUAL RESULTS	RATINGS			SCORE
					Q	E	T	A				
	Personnel Administration (40%)	Identify and monitor 100% of the total number of personnel in the school who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations and report to school head issues and concerns related	Monthly	20%	5	Identified and monitored teaching personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations and report to school head issues and concerns related	Identified and monitored 100% of the total number of personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations	Identified and monitored teaching personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations 2 days ahead before the deadline	Identified and monitored 90% of the total number of personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations on the deadline	4	3	3.33 0.666
						Identified and monitored 90% of the total number of personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations on the deadline	Identified and monitored teaching personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations on the deadline	Identified and monitored 90% of the total number of personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations on the deadline				
						Identified and monitored 80% of the total number of personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations	Identified and monitored teaching personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations 1 day later than the deadline	Identified and monitored 80% of the total number of personnel who incur absenteeism/tardiness monthly for appropriate action per CSC rules and regulations 1 day later than the deadline				

ON SERVICES

Act on the requests of school personnel within the day systematically and effectively (to assist in the performance management and learning development practices in the school)	Daily	10%	5 4 3 2 1	Acted on the requests of school personnel within the day systematically and effectively	Acted on valid requests of school requesting personnel without deficiency	Acted on valid requests of school requesting personnel on the day it was requested	Acted on the requests of school personnel within the day systematically and effectively with one deficiency one day after it was requested	4 4 3 3.86 0.366
					Acted on valid requests of school requesting personnel with one (1) deficiency	Acted on valid requests of school requesting personnel one (1) day after it was requested		
					Acted on valid requests of school requesting personnel with two (2) deficiencies	Acted on valid requests of school requesting personnel two (2) days after it was requested		
					Acted on valid requests of school requesting personnel with three (3) deficiencies	Acted on valid requests of school requesting personnel three (3) days after it was requested		
					Acted on valid requests of school requesting personnel with four (4) deficiencies	Acted on valid requests of school requesting personnel four (4) days after it was requested		
Prepared quarterly bank reconciliation report	Quarterly	15%	5 4 3 2	Prepared monthly bank reconciliation report of the School MOOE account	Prepared monthly bank recon report without error	Prepared monthly bank recon report on the day the snapshot is available	Prepared monthly bank reconciliation report of the School MOOE account without error one day after the snapshot is available	5 4 4 4.33 0.649
					Prepared monthly bank recon report with one error	Prepared monthly bank recon report one day after the snapshot is available		
					Prepared monthly bank recon report with two errors	Prepared monthly bank recon report two days after the snapshot is available		
					Prepared monthly bank recon report with three errors	Prepared monthly bank recon report three days after the snapshot is available		

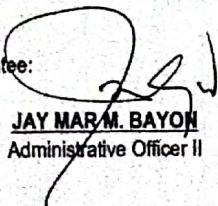
General Administrative Support (25%)

General Administrative Support (25%)	Daily	10%		1	Prepared monthly bank recon report with four errors	Prepared monthly bank recon report four days after the snapshot is available					Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs without deficiency
							5	4	3	2	
Provides general administrative support to the school head and teaching personnel of the school (preparation & encoding of reports/documents and assist in the operation of the Risograph machine for the reproduction of SLMs					Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs without deficiency	Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs three (3) days ahead of the due date					
					Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs with one (1) deficiency	Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs two (2) days ahead of the due date					
					Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs with two (2) deficiencies	Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs on the due date					
					Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs three (3) deficiencies	Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs two (2) days behind of the due date					
					Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs four (4) deficiencies	Prepared, encoded and submitted reports to SDO and assisted in the operation of the Risograph machine for the reproduction of SLMs three (3) days behind of the due date					

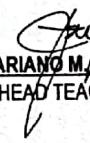
Professional Growth and Development (20%)	1. Attend required trainings	Monthly	10%	5	All required trainings attended	without lapses	Arrived on/ahead of time		5	4	4	3	0.300		
				4	1 training was not attended	with 1 lapse	5 minutes late								
				3	2 trainings were not attended	with 2 lapses	10 minutes late								
				2	3 trainings were not attended	with 3 lapses	15 minutes late								
				1	4 trainings were not attended	with 4 lapses	20 minutes late								
	2. Attend required meetings/conference			5	No meetings/conference were not attended	without lapses	Arrived on/ahead of time		5	4	4	3	0.300		
				4	1 meetings/conference was not attended	with 1 lapse	5 minutes late								
				3	2 meetings/conference were not attended		10 minutes late								
				2	3 meetings/conference were not attended	with 3 lapses	15 minutes late								
				1	4 meetings/conference were not attended	with 4 lapses	20 minutes late								
	1. Observed proper attire and good grooming to at least 95% of the total number of days in a year or missed 10 times a year		5%	5	Used prescribed uniform and observed good grooming all times during office hours within a year	wear prescribed uniform and observed good grooming all times during office hours within a year			5	4	4	3	0.300		
				4	5 times missed in a year	4 out of 5									
				3	10 times missed in a year	3 out of 5									
				2	15 times missed in a year	2 out of 5									
				1	20 times missed in a year	1 out of 5									

Professionalism and Ethics (15%)	Reported to work regularly except for 2 days absent	Daily	5%	5	100 % attendance	Reported to school , provided schedule of leave, filled up	on the working days			4	4	3	3.66	0.183
				4	1 day absent	with 1 lapse	1 hour late							
				3	2 days absent	with 2 lapse	2 hours late							
				2	3 days absent	with 3 lapse	3							
				1	1 day absent	with 4 or more lapses	hours late							
	3. Maintained punctuality in reporting to work		5%	5	100% punctuality in reporting to work	reported to station head of time, prepared daily program of activitie, filled up DTR regularly, filled logbook, respected authorities and stakeholder	one hour before the time			4	3	3	3.33	0.166
				4	2 times late in a year	4 out of 5	30 minutes before the time							
				3	4 imes late in a year	3 out of 5	on time							
				2	6 times late in a year	2 out of 5	5 minutes late							
				1	8 times late in a year	1 out of 5	10 minutes late							
OVER-ALL RATING FOR ACCOMPLISHMENTS								3.529						

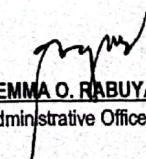
Ratee:


JAY MARM. BAYON
 Administrative Officer II

Rater:


MARIANO M. TAUPAN
 HEAD TEACHER I

Approved by:


EMMA O. RABUYA
 Administrative Officer V

PART II: COMPETENCIES

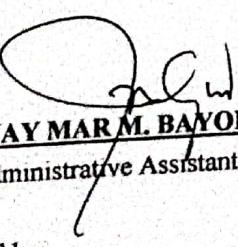
CORE BEHAVIORAL COMPETENCIES

Self Management			Teamwork		
1 Sets personal goals and directions, needs and development.	4	5	1 Willingly does his/her share of responsibility	4	
2 Undertakes personal actions and behaviors that are clear and purposeful and takes into account personal goals and values congruent to that of the organization.	4		2 Promotes collaborations and removes barriers to teamwork and goal accomplishment across the organization.	5	
3 Displays emotional maturity and enthusiasm for and is challenged by higher goals.	4		3 Applies negotiation principles in arriving at win-win agreements	4	
4 Prioritize work tasks and schedule (through gantt charts, checklist, etc) to achieve goals.	4		4 Drives consensus and team ownership of decisions.	4	
5 Sets high quality, challenging, realistic goals for self and others	4		5 Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.	3	
Professionalism and Ethics			Service Orientation		
1 Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA6713)	4	4.4	1 Can explain and articulate organizational directions, issues and problems	4	
2 Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions.	5		2 Takes personal responsibility for dealing with and/or correcting customer service issues and concerns	4	
3 Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication.	5		3 Initiates activities that promotes advocacy for men and women empowerment.	3	4.2
4 Makes personal sacrifices to meet the organization's needs.	4		4 Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions.	4	
5 Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.	4		5 Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.	5	
Result Focus			Innovations		
1 Achieves results with optimal use of time and resources most of the time.	4	3.6	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)	3	
2 Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs.	4		2 Demonstrates an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.	4	
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.	3		3 Promotes a creative climate and inspire co-workers to develop original ideas or solutions.	2	3.4
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.	4		4 Translates creative thinking into tangible changes and solutions that improve the work unit and organization.	4	
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.	3		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.	5	
2 Expresses self clearly, fluently and articulately.	4	
3 Uses appropriate medium for the message.	4	4
4 Adjust communication style to others.	4	
5 Guides discussions between and among peers to meet an objective.	3	
Written Communication		
1 Knows the different written business communication formats used in the DepEd.	3	
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	3.4
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.	3	
Computer/ICT Skills		
1 Prepares basic compositions (e.g. letters, reports, spreadsheets and graphics presentation) using Word Processing and Excel.	3	
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.)	4	4
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	

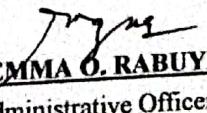
OVERALL COMPETENCY RATINGS	
CORE BEHAVIORAL COMPETENCIES	3.90
CORE SKILLS	4.20
OVERALL RATING	4.04

Ratee:



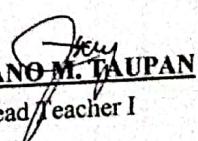
JAY MAR M. BAYON
Administrative Assistant III

Approved by:



EMMA O. RABUYA
Administrative Officer V

Rater:



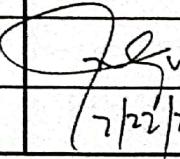
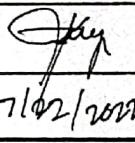
MARIANO M. TAUPAN
Head Teacher I

PART III: SUMMARY OF RATINGS AND DISCUSSION

Final Performance Results	Rating	Adjectival Rating
Accomplishment of KRAs and Objectives	3.529	Very Satisfactory

Employee - Superior Agreement

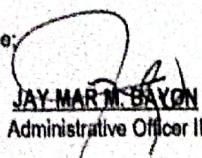
The signatures below confirm that the employee and his/her superior have agreed to the content of this appraisal form and the performance rating.

Administrative Officer II	JAY MAR M. BAYON	Head Teacher I	MARIANO M. TAUPAN	Administrative Officer V	EMMA O. RABUYA
Signature		Signature		Signature	
Date	7/22/2022	Date	7/22/2022	Date	

PART IV: DEVELOPMENT PLANS

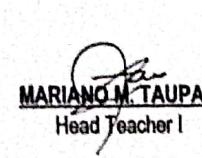
Strengths	Development Needs	Action Plan (Recommended Developmental Intervention)	Timeline	Resources Needed
Teamwork Service Orientation Innovation Oral Communication Computer/ICT Skills	Written Communication A. Knows the different written business communication formats used in DepEd. B. Writes routine correspondence/communications, narrative and descriptive report based on readily available information data with minimal spelling or grammatical errors C. Demonstrates clarity, fluency, impact, conciseness and effectiveness in his/her written communications.	A. To attend seminars, trainings and workshops that promotes effective written communication formats and skills used in DepEd. B. To attend LAC sessions and workshops that exhibits effective communication skills both oral and written to enhance capability of observing proper skills that leads to fluency. C. To attend trainings and seminars that promotes effective written communication skills	Year-round	Funds to attend trainings and workshops, reading materials and adequate time & technology to address the needs

Ratee:



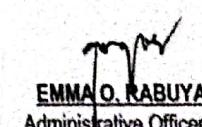
JAY MAR M. BAYON
Administrative Officer II

Rater:



MARIANO M. TAUPAN
Head Teacher I

Approved by:



EMMA O. RABUYA
Administrative Officer V