

Individual Performance Commitment and Review Form (IPCRF)

MFOs	KRAs	OBJECTIVES	TIME LINE	Weight per KRA	PERFORMANCE INDICATORS			ACTUAL RESULTS			RATING		
					R A T E	Quality	Efficiency	Timeliness	Q	E	T	Ave	
		Updated L & D Plan based on TNA and IPCRF		10%	5 Printed and approved by SDS without revisions and functional	With consensus from Training Program owners	Right after the TNA survey	Prepared L % D Plan based on TNA and IPCRF					
					4 Followed	w/o the consensus of TPOs	1 month later		4	4	4	4	0.4
					3 Partly followed	with 1 revision	2 months later						
					2 Not followed	2 revisions	3 or more months later						
					1 No L&D Plan	3 or more revisions	after end of year						
		Initiated conduct of training and development programs for teaching and non-teaching personnel	Oct-Dec	10%	5 2 or more trainings	Conducted trainings	Within October	Initiated conduct of trainings					
					4 1 training		A week after October						
							Not all planned trainings were conducted						
							No trainings conducted						
					3 Approved proposals only								
					2 Drafts only								
Employee Welfare	Prepared designs for awards		Jan-Dec	10%	5 Printed and approved by SDS without revisions and functional		Within specified time		5	5	5	5	0.50

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					R	A	T	E	Quality	Efficiency	Timeliness	Q	E	T
					4	Printed and approved by SDS with 1 revision	Late							
					3	Printed and approved by SDS with 2 revisions								
					2	Printed and approved by SDS with 3 revisions								
					1	Disapproved								
Training and Development Records 20%	Prepared Calendar of Training and Development Programs (Annual) including SDO initiated programs (with attribution to GAD)	Monthly		10%	5	Filed and functional			Year round	Year round	Prepared Calendar of Trainings			
					4	Filed but not functional			Year round					
					3	Incomplete			Year round					
					2	No training calendar			Year round					
					1	No training calendar			Year round					
	Maintained records of Operational TDIS: training and development reports and systems	Jan-Dec		10%	5	Maintained/Filed	Without lapses		Year round	Maintained records of Operational TDIS				

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					4	Proposal only	With 1 lapse	Year round			4	4	4.00
					3	Draft only	With 2 lapses	Year round			4	4	0.4
					2								
					1								
TECHNICAL ASSISTANCE 25%	Filed Training Designs furnished to HRD Section	Oct-Dec	15%	5	All ADs submitted to SGOD-HRD	Without lapses	Year round	Assessed/Checked attachments (required by SDS) and recorded Activity			4	4	4.00
					4	If 1 AD assessed is disapproved by SDS	With 1 lapse	Year round			4	4	0.6
					3	If 2 ADs assessed are disapproved by SDS	With 2 lapses	Year round					
					2	If 3 ADs assessed are disapproved by SDS	With 3 lapses	Year round					
					1	-	With 4 or more lapses	Year round					
							Without lapses	Within Nov	Provided Technical Assistance to schools				
									1st week of Dec				
									2nd week of Dec				

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					R A T E	Quality	Efficiency	Timeliness	Q	E	T	Ave								
IPRCF	Accomplished & submitted IPCRF	Jan - Dec	9 DTRS Only	2	With 3 lapses	4 weeks late	Before Dec 23	On December 23	Accomplished & submitted IPCRF	5	5	5.00	0.50							
				1	8 DTRS & less	With 4 or more lapses														
			95-100% completed	5	Without error	5 weeks late or more														
				4	Returned for review															
			80-84% completed	3	85-89% completed	Returned twice for review														
				2	80-84% completed	Returned 3x														
ManCom Preps	Prepared ManCom and awarding Ceremonies Activity Designs	Below 80%	1	1	With 4/more errors	Year round	Year round	Year round	Records and files official documents	5	5	5.00	0.05							
				1	With 4/more errors	Year round														
			1%	5	Accomplished	Not accomplished														
				4	Not accomplished															
Records Management	Records and files official documents	Jan-Dec	5%	5	In computerized database well arranged & managed	Without lapses	On the day document is available			5	5	5.00	0.25							

