

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) FOR NON-TEACHING PERSONNEL

Rater's Name/Signature:

MARCIELO O. TAMPUS II

Position:

Administrative Officer II

School/Division:

Batobato Central Elementary School/Davao Oriental

Rating Period:

August 2022 - July 2023

TO BE FILLED IN DURING PLANNING					TO BE FILLED DURING EVALUATION						
MAJOR FINAL OUTPUTS (MFOs)	KEY RESULT AREAS (KRAs)	OBJECTIVES FOR EACH KRA	TIMELINE	Weight/KRA	PERFORMANCE INDICATORS (Quantity, Quality, and Timeliness)	ACTUAL RESULTS			AVERAGE	SCORE	REMARKS
						Quantity	Quality	Timeliness			
BASIC EDUCATION SERVICES	PERSONNEL ADMINISTRATION	1. Recruitment and Selection To assist personnel in checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment	August 2022 - July 2023	5%	A. Quantity 5-all personnel were assisted 4-almost all personnel were assisted 3-most of the personnel were assisted 2-some personnel were assisted 1-no personnel were assisted	4					
					B. Quality 5-all documents were checked 4-almost all documents were checked 3-most of the documents were checked 2-some documents were checked 1-no documents were checked		4				
					C. Timeliness 5-before due date 4-on due date 3-1 day after the due date 2-3 days after the due date 1-5 days & more after the due date			4			
								4.00			
								0.20			
		2. Personnel Records			A. Quantity 5-all records were updated 4-almost all records were updated 3-most of the records were updated 2-some records were updated 1-no records were updated	5					
					B. Quality 5-with complete documents 4-with almost complete documents		5				

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						Quantity	Quality	Timeliness			
		To update regularly the 201 file of teaching and non-teaching personnel	August 2022 - July 2023	2.5%	3-with most documents 2-with less documents 1-with no documents C. Timeliness 5-before due date 4-on due date 3-1 day after the due date 2-3 days after the due date 1-5 days & more after the due date			5	5.00	0.13	
					A. Quantity 5-all forms were kept 4-almost all forms were kept 3-most of the forms were kept 2-some forms were kept 1-no forms were kept B. Quality 5-always updated 4-most of the time updated 3-oftenlimes updated 2-sometime updated 1-not updated C. Timeliness 5-monthly 4-every 2 month 3-every 3 months 2-every 4 months 1-every 5 months	5	5				
		To record and keep leave forms of teaching and non-teaching personnel	August 2022 - July 2023	2.5%				5	5.00	0.13	
		3. Compensation and Benefits			A. Quantity 5-all personnel requests were catered 4-almost all personnel requests were catered 3-most of the personnel requests were catered 2-some personnel requests were catered 1-no personnel requests were catered	5					

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						Quantity	Quality	Timeliness			
		Compute and submit to SDO the applicable personnel benefits for processing, funding and release (step increment and salary differential)	August 2022 - July 2023	10%	B. Quality 5-complete documents were attached 4-almost all documents were attached 3-most of the documents were attached 2-some documents were attached 1-no documents were attached C. Timeliness 5-before due date 4-on due date 3-1 day after the due date 2-2 days after the due date 1-5 days & more		5	5	5.00	0.50	
		4. Other HR-related functions			A. Quantity 5-all updates were disseminated 4-almost all updates were disseminated 3-most of the updates were disseminated 2-some updates were disseminated 1-no updates were disseminated B. Quality 5-always updated 4-most of the time updated 3-offentimes updated 2-sometime updated 1-not updated C. Timeliness 5-always 4-most of the time 3-offentime 2-sometime 1-never		3	3			
		Update school personnel of the latest HR-related policies	August 2022 - July 2023	2.5%				3	3.00	0.075	
					A. Quantity 5-all requests were attended 4-almost all requests were attended	3					

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						Quantity	Quality	Timeliness			
		To assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school	August 2022 - July 2023	2.5%	3-most requests were attended 2-some requests were attended 1-no request were attended B. Quality 5-outstanding 4-very satisfactory 3-satisfactory 2-unsatisfactory 1-poor C. Timeliness 5-always 4-most of the time 3-oftentime 2-sometime 1-never		3	3			
		1. Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/ AIP or as directed by the school head			A. Quantity 5-performed all 5 objectives 4-performed 4 out of 5 objectives 3-peformed 3 out of 5 objectives 2-performed 2 out of 5 objectives 1-performed 1 out of 5 objectives B. Quality 5-with complete documents 4-with almost complete documents 3-with most documents 2-with few documents 1-with less documents C. Timeliness 5) before due date 4) on due date 3) 1 day after the due date 2) 2 days after the due date 1) 5 days & more		3		3.00	0.075	
	Property Custodianship	2. Ensure that supplies, materials, equipment, textbooks, and other learning materials are stored properly in a secured facility					3				
		3. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials	August 2022 - July 2023	25%				4			
		4. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel							3.33	0.83	
		5. Prepare and submit reports on all property accountability of the school									
		1. Assist the School Head on the preparation of			A. Quantity	4					

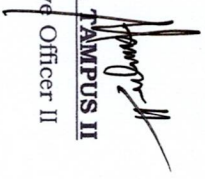
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	Financial Management	the following a. Cash Disbursement Register b. Liquidation Reports including supporting documents 2. Facilitate submission of documents to the SDO 3. Provide assistance to other financial-related task of the School Head 4. Perform other functions as may be assigned by the School Head	August 2022 - July 2023	35%	5- performed all 4 objectives 4- performed 3 out of 4 objectives 3- performed 2 out of 4 objectives 2- performed 1 out of 4 objectives 1- performed 0 out of 4 objectives B. Quality 5- with complete documents 4- with almost complete documents 3- with most documents 2- with few documents 1- with less documents C. Timeliness 5) before due date 4) on due date 3) 1 day after the due date 2) 2 days after the due date 1) 5 days & more		5	5	4.67	1.63	
	GENERAL ADMINISTRATIVE SUPPORT	1. Assist the school head in the preparation of School Form 7 (SF 7) loading of teachers 2. Assist the school planning team in the preparation of SIP/ AIP 3. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc. 4. Perform other functions as may be assigned by the School Head	August 2022 - July 2023	15%	A. Quantity 5- performed all 4 objectives 4- performed 3 out of 4 objectives 3- performed 2 out of 4 objectives 2- performed 1 out of 4 objectives 1- performed 0 out of 4 objectives B. Quality 5- outstanding 4- very satisfactory 3- satisfactory 2- unsatisfactory 1- poor C. Timeliness 5- always 4- most of the time 3- sometimes 2- almost never	3		4		5	

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						Quantity	Quality	Timeliness			
					1 - never				4.00	0.60	
				100%							
Overall Rating Accomplishments (Numerical)										4.17	
Overall Rating Accomplishments (Adjectival)										Very Satisfactory	

Adjectival Rating Scale: Numerical Rating

Outstanding 4.500-5.000 5-Role Model
 Very Satisfactory 3.500-4.499 4-Consistently Demonstrate
 Satisfactory 2.500-3.499 3-Most of the time demonstrate
 Unsatisfactory 1.500-2.499 2-Sometimes Demonstrate
 Poor 1.000-1.499 1-Rarely Demonstrate

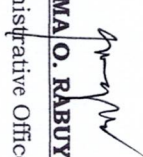
Ratee:


MARCELLO O. TAMPUS II
 Administrative Officer II

Rater:


MARY GRACE P. JUABAN
 School Principal III

Approved:


EMMA O. RABUYA
 Administrative Officer V

SEP 19 2023