



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)

Annex E

Name of Employee : **ERICSON G. ESTRADA**
Position: **ADMINISTRATIVE OFFICER II**
Bureau/Center/Division: **DEPED LAGUNA**
Rating Period: **AUGUST 1, 2023 -JULY 31, 2024**

Name of Rater : **LAUREL N. PANAGLIMA**
Position : **OIC-PRINCIPAL II**
Date of Review : **JULY 31, 2024**

TO BE FILLED IN DURING PLANNING**TO BE FILLED DURING EVALUATION**

MFOs		KRAs		OBJECTIVES	MOVs	TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULT	RATING				SCORE
										Q	E	T	Ave	
BASIC EDUCATION SERVICES	1.	Preparation of financial documents for MOOE request and Liquidation (25%)	1.	Prepare and gather the necessary attachments and pertinent documents in the liquidation of downloaded MOOE.	Liquidation Report, Cash Disbursement Register, Purchase Request, Canvass, Abstract of Quotation of Prices, Purchase Order, Official Receipt/Sales Invoice/Billing, Inspection & Acceptance Report, Inventory Custodian Slip	Monthly	25%	5 - (Outstanding) Completes work assignment, as assigned, on time with no errors. Completes work 3-4 days before the deadlines; Adjust quickly to a new work schedule. (95 - 100%) 4 - (More Than Acceptable) Completes work assignments, as assigned, on time with minimal errors. Completes work 1-2 days before the deadlines; Adjust quickly to a new work schedule, with minimal assistance. (85 - 94%) 3 - (Acceptable or Minimum Standard) Completes work assignment, with minimal errors. Completes work by the deadlines; Needs time and/or assistance to adjust to a new work schedule. (75 - 84%) 2 - (Less than Acceptable) Work assignments are occasionally incomplete, inaccurate and/or late; Fails to inform supervisor of deadline issues. Has difficulties in meeting deadlines; Has difficulties in adopting to a new work schedule. (65 - 74%) 1 - (Poor) Work assignments are often incomplete, inaccurate and or late; Fails to inform supervisor of deadline issues. Does not meet deadlines; unable to adopt to a	100% submission of financial documents.	5.000	5.000	4.000	4.667	1.167

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MFOs		KRAs		OBJECTIVES	MOVs	TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULT	RATING				SCORE
										Q	E	T	Ave	
BASIC EDUCATION SERVICES	2.	Data Gathering, Updating Personnel Records and Assistance(35%)	1.	Record and keep all personnel data and information for school references.	File 201	Annually	5%	5 - Outstanding (95 - 100%) 4 - More Than Acceptable(85 - 94%) 3 - Acceptable or Minimum Standard (75 - 84%) 2 - Less than Acceptable (65 - 74%) 1 - Poor (Below 64%)	100% recorded of all personnel data and information.	4.000	4.000	5.000	4.333	0.217
			2.	Gather personnel matters as required by the Division Office.	SALN, DTR, NOSA, NOSI, Service Records	Monthly/Annually	5%		100% gathered of personnel matters	5.000	4.000	4.000	4.333	0.217
			3.	Assists teacher and/or school personnels on their document	Appointment, DTR, Payslip, Assumption to Duty	As necessary	10%		100% preparation of pertinent papers.	4.000	4.000	4.000	4.000	0.400
			4.	Help in the submission of requirements for appointment, integration at RPSU, promotion, leave of absence and resignation. Do follow-ups if necessary.	PDS, TOR, NBI, Medical Certificate, BIR, Philhealth, HDMF, CSIS, LBP Account Number, Appointment, Clearance	As necessary	10%		100% submitted of all requirements.	4.000	4.000	4.000	4.000	0.400
			5.	Preparing school personnel assignment and basic profile	E-TALA, SF7	As necessary	5%		100% encoding of all personnel data and information.	4.000	4.000	4.000	4.000	0.200
	3.	School Supplies Supervision & Proper Distribution (25%)	1.	List the priorities of school supplies needed for instructional purposes.	List of Supplies requested by teachers depending on their subject necessary for student's learning.	Monthly	7%	5 - Outstanding (95 - 100%) 4 - More Than Acceptable(85 - 94%) 3 - Acceptable or Minimum Standard (75 - 84%) 2 - Less than Acceptable (65 - 74%) 1 - Poor (Below 64%)	100% recorded the prioritized school supplies	5.000	5.000	4.000	4.667	0.327
			2.	Monitoring and Inventory of Property, Plants and Equipment	Annexes (A,B,C,D), IRRUP and Waste Material Report	As necessary	10%		100% proper documentation of PPE	4.000	4.000	4.000	4.000	0.400
			3.	Proper and equal allocation of MOOE intended for utilities, student's use in different grade levels and other miscellaneous expenses	Billings/Inventory Custodian Slip/Issuance Slip	Monthly	8%		100% properly allocation and distribution of MOOE	4.000	4.000	4.000	4.000	0.320
BASIC EDUCATION SERVICES	4.	Technical Assistance (10%)	1.	Provide technical assistance to School Head, Property Custodian and GAD Focal Person regarding financial policies, guidelines and procedures	Verified Supporting Documents and Annual Procurement Plan (APP)	As necessary	2%	5 - Outstanding (95 - 100%) 4 - More Than Acceptable(85 - 94%) 3 - Acceptable or Minimum Standard (75 - 84%) 2 - Less than Acceptable (65 - 74%) 1 - Poor (Below 64%)	100% Provided the financial data & APP needed	4.000	4.000	4.000	4.000	0.080
			2.	Provide reports and feedback to School Head and Stakeholders on the status of expenditures of the School for transparency purpose.	Report of MOOE Disbursements	As necessary	2%		100% Provided monthly financial disbursement	4.000	4.000	4.000	4.000	0.080
			3.	Prepare NOSI, NOSA, ARA, and Monitoring of Plantilla	NOSI, NOSA, ARA,	As Needed	3%		100% Provided Schedules	5.000	5.000	4.000	4.667	0.140



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Rating Period: **AUGUST 1, 2023 -JULY 31, 2024**

Name of Rater : **LAUREL N. PANAGLIMA**
Position : **OIC-PRINCIPAL II**
Date of Review : **JULY 31, 2024**

TO BE FILLED IN DURING PLANNING									TO BE FILLED DURING EVALUATION					
MFOs		KRAs		OBJECTIVES	MOVs	TIMELINE	WEIGHT PER KRA	PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULT	RATING				SCORE
										Q	E	T	Ave	
SERVICES			4.	Provide technical assistance in monitoring the learners movement and attendace	School Form 4	Monthly	3%		100% Provided monthly SF4	4.000	4.000	4.000	4.000	0.120
	5.	Accounting Services Performance (5%)	1.	Attend various seminars/workshops/conferences/ trainings/meetings and activities to strengthen the culture of performance and accountability in the agency.	Memoranda, Certificate of Appearances and Certificate of Participation/Attendance	As scheduled based on approved memo/notice of meeting and travel order	5%	5 - Outstanding (95 - 100%) 4 - More Than Acceptable(85 - 94%) 3 - Acceptable or Minimum Standard (75 - 84%) 2 - Less than Acceptable (65 - 74%) 1 - Poor (Below 64%)	100% Applied the informations learned.	5.000	4.000	4.000	4.333	0.217
								100%						
* To get the score, the rating is multiplied by weight assigned										OVERALL RATING FOR ACCOMPLISHMENTS				4.283

ERICSON G. ESTRADA
Administrative Officer II
Ratee

LAUREL N. PANAGLIMA
OIC-Principal II
Rater

ANGELA F. LATINA
Administrative Officer V
Approving Authority

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM

Name of Employee:

Ericson G. Estrada

Name of Rater:

Laurel N. Panaglima

Position:

Administrative Officer II

Position:

OIC-Principal II

Division:

DepEd Laguna

Date of Review:

July 31, 2024

Rating Period:

August 1, 2023 -July 31, 2024

KRAs	Weight per KRA	Rating	Score
A. Preparation of financial documents for MOOE request and Liquidation (45%)	25%	4.667	1.167
B. Data Gathering, Updating Personnel Records and Assistance (30%)	5%	4.333	0.217
	5%	4.333	0.217
	10%	4.000	0.400
	10%	4.000	0.400
	5%	4.000	0.200
C. School Supplies Supervision & Proper Distribution (15%)	7%	4.667	0.327
	10%	4.000	0.400
	8%	4.000	0.320
D. Technical Assistance (5%)	2%	4.000	0.080
	2%	4.000	0.080
	3%	4.667	0.140
	3%	4.000	0.120
E. Accounting Services Performance (5%)	5%	4.333	0.217
OVER - ALL RATING FOR ACCOMPLISHMENTS			4.283

ERICSON G. ESTRADA
Administrative Officer II
Ratee

LAUREL N. PANAGLIMA
OIC-Principal II
Rater

ANGELA F. LATINA
Administrative Officer V
Approving Authority