



Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
Schools Division of Isabela City

**Individual Performance Commitment and
Review Form**

Name of Employee :		Name of Rater :									
Position :		Position :									
Division :		Date of Review :									
Rating Period :											
TO BE FILLED IN DURING PLANNING						TO BE FILLED IN DURING EVALUATION					
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS	ACTUAL RESULTS	RATING				SCORE
							Q	E	T	Ave	
	1. Schedules Administrative Service Activities	1.1 Prepares schedules of Meetings, appointments, trainings, workshops of the Administrative Section		10.00%	5) Schedules of meetings, appointments, trainings and workshops are prepared two weeks ahead of the activity. (4) Schedules of meetings, appointments, trainings and workshops are prepared one week ahead of the activity. (3) Schedules of meetings, appointments, trainings and workshops are prepared five days ahead of the activity. (2) Schedules of meetings, appointments, trainings and workshops are prepared on the day of the activity. (1) Schedules of meetings, appointments, trainings and workshops are not prepared.	Administrative Officer V and Staffs are well informed and updated whenever there are schedules for meetings, trainings or workshop					

	2. Records and files	2.1 Receives, routes, tracks documents/communications.		20.00%	5) Received documents are routed and tracked within an hour. (4)Received documents are routed within an hour. (3)Received documents are routed and tracked within the day (2)Received documents are routed but not tracked. (1)Received documents are not routed and tracked..	Documents received routed and tracked immediately within the day.						
		2.2 Creates and maintains filing system of all the documents of the Administrative Officer V		5.00%	(5)Documents with complete supporting documents are maintained according to category in the Admin Section weekly. (4)Documents with complete supporting documents are maintained according to category in the Admin Section. (3)Documents with complete supporting documents are maintained according to category the Admin Section once a month. (2)Documents are maintained but not by category the Admin Section. (1)Documents are not maintained the Admin Section.	Documents maintained in the Office of the Admin Officer V						
		2.3 Files, retrieves, archives documents of the Office of the Assistant SDS to the records office or disposed as needed		5.00%	5) Documents of the admin section filed, archived to the records office or disposed as needed weekly. (4)Documents of the admin section filed, archived to the	Documents submitted to the records officer for archiving.						

					records office or disposed as needed twice a month (3)Documents of the admin section are filed, archived to the records office or disposed as needed (2)Documents of the admin section are filed, archived to the records office or disposed as needed once a year. (1) Documents of the Administrative Section are not filed, archived to the records office or disposed as needed									
	3.Administrative support	3.1 Encodes documents		40.00%	(5)One hundred percent of documents received for encoding are prepared in an hour . (4) One hundred percent of documents received for encoding are prepared in half a day. (3)One hundred percent of documents received for encoding are prepared within one day. (2) Fifty percent of documents received for encoding are prepared within one day. (1) Less than fifty percent of documents received for encoding are prepared with in one day.	Documents received were encoded immediately on the day.								

		3.2 Supporting documents/forms		20.00%	(5) Documents to be signed by the Administrative Officer V have one hundred percent complete and accurate supporting documents, signatures checked and verified. (4) Documents to be signed by the Administrative Officer V have one hundred percent complete and accurate supporting documents (3) Documents to be signed by the Administrative Officer V have one hundred percent complete supporting documents. (2) Documents to be signed by the Administrative Officer V have less than fifty percent supporting documents. (1) Documents to be signed by the Administrative Officer V have no supporting documents	Documents signed by the Administrative Officer V have complete supporting documents.					
	4. PLUS FACTOR (Division Information Officer)	4.1 Acts as the Division Information Officer. 4.2 To provide communication support to the Schools Division Superintendent and other spokespersons (messages, media coverage, talking points and other similar public and media requirements). 4.3 To provide information to the Regional Office Public Affairs Unit. 4.4 To help assist/manage the Official E-mail and Facebook account of the Division.		5.00%	(5) Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. (4) Performance exceeded expectation. All goals, objectives and targets were achieved above the established standards (3) Performance met expectations in terms of quality of work, efficiency and timeliness. The	Published articles on the Regional Newsletter. Submitted articles/other requirements/outputs/updates and kept informed the RO IX PAU on the happenings and initiatives of the Division. Provided information					

					most critical annual goals were met. (2)Performance failed to meet expectations, and/or one or more of the most critical goals were not met. (1)Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made.	support to the SDS and other on the latest updates from the regional office. Helped manage the Official E-mail and Facebook account of the Division.						
Final Rating												

PERFORMANCE FINAL RESULT	RATING	ADJECTIVAL RATING
	4.44	VERY SATISFACTORY

Rater – Ratee Agreement

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

RATER

RATEE

APPROVING AUTHORITY

RANGE	ADJECTIVAL RATING
4.500 – 5.000	Outstanding
3.500 – 4.499	Very Satisfactory
2.500 – 3.499	Satisfactory
1.500 – 2.499	Unsatisfactory
Below 1.499	Poor

CORE BEHAVIORAL COMPETENCIES
Self-Management Sets personal goals and direction, needs and development. Undertakes personal actions and behaviors that are clear and purposive and takes into account personal goals and values congruent to that of the organization. Displays emotional maturity and enthusiasm for and is challenged by higher goals. Prioritize work tasks and schedules (through gantt charts, checklists, etc.) to achieve goals. Sets high quality, challenging, realistic goals for self and others.
Professionalism and Ethics Demonstrates the values and behavior enshrined in the Norms of Conduct and Ethical Standards for public officials and employees (RA 6713). Practices ethical and professional behavior and conduct taking into account the impact of his/her actions and decisions. Maintains a professional image: being trustworthy, regularity of attendance and punctuality, good grooming and communication. Makes personal sacrifices to meet the organization's needs. Acts with a sense of urgency and responsibility to meet the organization's needs, improve systems and help others improve their effectiveness.
Result Focus Achieves results with optimal use of time and resources most of the time. Avoids rework, mistakes and wastage through effective work methods by placing organizational needs before personal needs. Delivers error-free outputs most of the time by conforming 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. 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. Makes specific changes in the system or in own work methods to

COMPETENCIES

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.
Teamwork Willingly does his/her share of responsibility. Promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization. Applies negotiation principles in arriving at win-win agreements. Drives consensus and team ownership of decisions. Works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives.
Service Orientation Can explain and articulate organizational directions, issues and problems. Takes personal responsibility for dealing with and/or correcting customer service issues and concerns. Initiates activities that promotes advocacy for men and women empowerment. Participates in updating of office vision, mission, mandates and strategies based on DepEd strategies and directions. Develops and adopts service improvement programs through simplified procedures that will further enhance service delivery.
Innovation 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). Demonstrates an ability to think “beyond the box”. Continuously focuses on improving personal productivity to create higher value and results. Promotes a creative climate and inspires co – workers to develop original ideas or solutions. Translates creative thinking into tangible changes and solutions that improve the work unit and organization. Uses ingenious methods to accomplish responsibilities. Demonstrates resourcefulness and the ability to succeed with minimal resources.

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5 – Role model; 4 – Consistently demonstrates; 3 – Most of the time demonstrates; 2 – Sometimes demonstrates; 1 – Rarely demonstrates

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Note. These ratings can be used for the developmental plans of the employee.

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People Development

Increases the skills and effectiveness of individuals through employing a range of development strategies.

Facilitates workforce effectiveness through coaching and motivating/developing people within a work environment that promotes mutual trust and respect.

Conceptualizes and implements learning interventions to meet identified training needs.

Does long-term coaching or training by arranging appropriate and helpful

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CORE BEHAVIORAL COMPETEN

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LEADERSHIP COMPETENCIES

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OVERALL RATING

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PART III: SUMMARY OF RATINGS FOR DISCUSSION

Employee-Superior Agreement

The signatures below confirm that the employee and his/her superior have agreed to the contents of the performance as captured in this form.

PART IV: DEVELOPMENT PLANS



 U.U. Tugung St., Eastside, Isabela City, Basilan
 isabeladivision@gmail.com
 www.facebook.com/groups/depedisabela