

CHING BEE TRADING CORPORATION
R.MAGSAYSAY AVE.
Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
CY - 2010

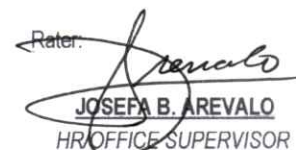
Name of Ratee: **MARVIN L. AREVALO**
Position: **IT STAFF**
Rating Period: January - December 2010

Name of Rater: **JOSEFA B. AREVALO**
Position: **HR/OFFICE SUPERVISOR**
Date Review: **January 10, 2011**

MFC's	OBJECTIVES	TIMELINE	WEIGHT PER KRA	ACTUAL RESULTS				SCORE
				Q	E	T	AVE	
KRA 1: AGENCY PIECE WORK/DAILY LABORER RECORDS AND RERPORTS			30%					
1.1	Collecting and Checking piece work activities and DTR of daily laborer; plus overtime	Daily	5%	5	5	5	5.00	0.250
1.2	Encoding of piece work activities and DTR of daily laborer	Daily	10%	5	5	4	4.67	0.467
1.3	Summarizing for payroll piece work activities and DTR	Weekly	10%	5	5	4	4.67	0.467
1.4	Submitted agency workers SSS, Philhealth,PAGIBIG and BIR for payments	Monthly	5%	4	5	4	4.33	0.217
KRA 2. INFORMATION TECHNOLOGY (IT) WORKS			30%					
2.1	Server ICS Abaca and ICS Sphere Parts Backup	Daily	10%	4	5	4	4.33	0.433
2.2	Computer Software Maintenance Update Patches	Twice a Month	10%	4	5	4	4.33	0.433
2.3	Computer Hardware Maintenance and Printers Cleaning	Quarterly	10%	4	5	4	4.33	0.433
KRA 3. ADMINISTRATIVE AND ACCOUNTING REPORTS			10%					
3.1	Encoding Daily Time Record (DTR) of Office Staff for payroll and payslips generation	Daily	10%	5	4	5	4.67	0.467
KRA 4: TRUCKING AND MOTOR POOL INCHARGE			10%					
4.1	Checking of defective sphere parts and logbook for record monitoring	Occasional	2%	5	4	4	4.33	0.087
4.2	Canvass and purchase sphere parts and logbook for record keeping and input data in ICS sphere parts for inventory	Occasional	3%	5	4	5	4.67	0.140
4.3	Driver and truckman salary commission computation - SSS, Philhealth,PAGIBIG and BIR	Monthly	5%	5	4	4	4.33	0.217
KRA 5: OTHER TASK			20%					
5.1	Remotely troubleshoot computer software problem and onsite visit for internet connection problem of sister company SPMI	Occasional	5%	5	5	4	4.67	0.233
5.2	Liaison Officer - preparing business permit	Yearly	4%	5	5	4	4.67	0.187
5.3	Office Staff, Driver and truckman, Agency SSS, Philhealth,PAGIBIG and BIR Softcopy and hardcopy submission	Monthly	4%	5	5	5	5.00	0.200
5.4	Cheque encashment	Occasional	4%	5	5	5	5.00	0.200
5.5	Wore uniform and ID during official time	Daily	3%	5	4	4	4.33	0.130
			100%	Numerical Rating:				4.560
				Adjectival Rating:				O

Numerical Rating: Adjectival Rating
4.500-5.00 (O) Outstanding
3.5000-4.499 (VS) Very Satisfactory
2.500-3.499 (S) Satisfactory
1.500-2.499 (U) Unsatisfactory
below 1.499 (P) Poor

Ratee: 
MARVIN L. AREVALO
IT STAFF

Rater: 
JOSEFA B. AREVALO
HR/OFFICE SUPERVISOR

Approving Authority: 
ANTONIO V. SAN RAMON