



RECEIVED

DATE: 1/9/20

Name of Ratee: JOSEPHUS ANTHONY T. DUEÑAS
Position: Administrative Officer V

Date of Review:

BAYBAY CITY, LEYTE

Name: VIVIAN JOY L. ROLUNA
Position: Job Order - Staff
Bureau/Center/
Service/Division: CID
Rating Period: C.Y. 2019

KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	ACTUAL RESULTS				RATING	SCORE
				Q	E	T	Ave		
KRA 1: Records Management				40%					
1.1	Documents/ communications received, released, recorded, and routed.	Year-Round	30%	4	4	4	4.000	4.000	1.200
1.2	Filing system that makes records and documents maintained	Year-Round	10%	5	4	4	4.333	4.333	0.433
KRA 2: Administrative Support				40%					
2.1	Documents for CID encoded.	Year-Round	15%	5	4	5	4.667	4.667	0.700
2.2	Documents/reports of the Division reproduced	Year-Round	15%	4	5	5	4.667	4.667	0.700
2.3	Assistance/administrative support to training and conferences conducted	Year-Round	5%	4	5	4	4.333	4.333	0.217
2.4	Office equipment and availability of office supplies secured	Year-Round	5%	4	4	5	4.333	4.333	0.217
KRA 3: Secretariat/Frontline				10%					
3.1	Office visitors'needs responded, greeted and entertained	Year-Round	10%	4	4	4	4.000	4.000	0.400
KRA 4 : OTHER TASKS				10%					
4.1	Office and surrounding cleaned and maintained.	Year Round	5%	4	4	4	4.000	4.000	0.200
4.2	Assistance to other Division personnel provided	Year Round	5%	4	5	4	4.333	4.333	0.217
				-100%					4.283
				Numerical Rating					4.283
				Descriptive Rating					"VS"

Numerical Rating

4.500 - 5.000
3.500 - 4.499
2.500 - 3.499
1.500 - 2.499
below - 1.499

Descriptive Rating

(O) Outstanding
(VS) Very Satisfactory
(S) Satisfactory
(U) Unsatisfactory
(P) Poor

VIVIAN JOY L. ROLUNA
Job Order - Staff
Ratee

JOSEPHUS ANTHONY T. DUEÑAS
Administrative Officer V
Rater
8/11/2019

DAVID E. HERMANO JR. Ph.D.
Chief Education Supervisor, CID
Approving Authority



"Minding our school children and their communities is our core business!"

DEP. ED BAYBAY CITY DIVISION

CERTIFIED PHOTOCOPY
FROM THE ORIGINAL

DATE: 1/10/22

BY: Josephus

JOSEPHUS ANTHONY T. DUEÑAS
ADMINISTRATIVE OFFICER V



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
CY : 2020

Name: **VIVIAN JOY L. ROLUNA**
Position: **Job Order - Staff**

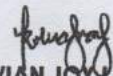
Name of Rater: **JOSEPHUS ANTHONY T. DUEÑAS**
Position: **Administrative Officer V**

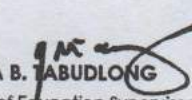
KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	ACTUAL RESULTS				RATING	SCORE	
				Q	E	T	Ave			
KRA 1: Records Management			40%							
1.1	Documents/ communications received, released, recorded, and routed.	Year-Round	10%	4	4	5	4.333	4.333	0.433	
1.2	Filing system that makes records and documents maintained	Year-Round	10%	4	4	5	4.333	4.333	0.433	
1.3	SLAC report submitted and recorded	Year-Round	10%	5	5	5	5.000	5.000	0.500	
1.4	Quarterly reports submitted and recorded	Year-Round	10%	4	5	5	4.667	4.667	0.467	
KRA 2: Administrative Support			40%							
2.1	Documents for CID encoded.	Year-Round	15%	5	4	5	4.667	4.667	0.700	
2.2	Documents/reports of the Division reproduced	Year-Round	15%	5	5	5	5.000	5.000	0.750	
2.3	Assistance/administrative support to training and conferences conducted	Year-Round	5%	5	5	4	4.667	4.667	0.233	
2.4	Office equipment and availability of office supplies secured	Year-Round	5%	5	5	5	5.000	5.000	0.250	
KRA 3: Secretariat/Frontline			10%							
3.1	Office visitors'needs responded, greeted and entertained	Year-Round	10%	5	5	5	5.000	5.000	0.500	
KRA 4 : OTHER TASKS			10%							
4.1	Office and surrounding cleaned and maintained.	Year Round	5%	5	5	5	5.000	5.000	0.250	
4.2	Assistance to other Division personnel provided	Year Round	5%	5	5	5	5.000	5.000	0.250	
			100%						4.767	
			Numerical Rating						4.767	
			Descriptive Rating						"O"	

Numerical Rating
4.500 - 5.000
3.500 - 4.499
2.500 - 3.499
1.500 - 2.499
below - 1.499

Descriptive Rating
(O) Outstanding
(VS) Very Satisfactory
(S) Satisfactory
(U) Unsatisfactory
(P) Poor

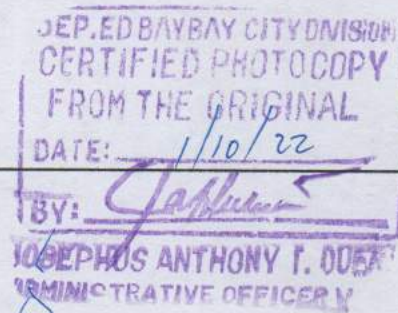

JOSEPHUS ANTHONY T. DUEÑAS
Administrative Officer V
Rater


VIVIAN JOY L. ROLUNA
Job Order - Staff
Ratee


ELSA B. TABUDLONG
OIC - Chief Education Supervisor
Approving Authority



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(53) 563-7615
baybay.city@deped.gov.ph
Department of Education, Schools Division of Baybay City



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF BAYBAY CITY

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCRF)
 CY : 2021

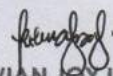
Name: **VIVIAN JOY L. ROLUNA**
 Position: **Job Order - Staff**

Name of Rater: **JOSEMILO P. RUIZ, EdD**
 Position: **Chief Education Supervisor, CID**

KRAs	OBJECTIVES	TIMELINE	WEIGHT per KRA	ACTUAL RESULTS				RATING	SCORE	
				G	E	T	Ave			
KRA 1: Records Management			40%							
1.1	Documents/ communications received, released, recorded, and routed.	Year-Round	20%	5	4	5	4.667	4.667	0.933	
1.2	Filing system that makes records and documents maintained	Year-Round	10%	5	4	5	4.667	4.667	0.467	
1.3	SLAC report submitted and recorded	Year-Round	10%	5	5	5	5.000	5.000	0.500	
KRA 2: Administrative Support			50%							
2.1	Documents for CID encoded.	Year-Round	15%	5	5	5	5.000	5.000	0.750	
2.2	Documents/reports of the Division reproduced	Year-Round	15%	5	5	5	5.000	5.000	0.750	
2.3	Assistance/administrative support to training and conferences conducted	Year-Round	10%	5	5	4	4.667	4.667	0.467	
2.4	Office equipment and availability of office supplies secured	Year-Round	10%	5	5	5	5.000	5.000	0.500	
KRA 3: Secretariat/Frontline			5%							
3.1	Office visitors'needs responded, greeted and entertained	Year-Round	5%	5	5	5	5.000	5.000	0.250	
KRA 4 : OTHER TASKS			5%							
4.1	Assistance to other Division personnel provided	Year Round	5%	5	5	5	5.000	5.000	0.250	
			100%					4.867		
			Numerical Rating							4.867
			Descriptive Rating							"O"

Numerical Rating
4.500 - 5.000
 3.500 - 4.499
 2.500 - 3.499
 1.500 - 2.499
 below - 1.499

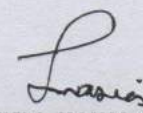
Descriptive Rating
 (O) Outstanding
 (VS) Very Satisfactory
 (S) Satisfactory
 (U) Unsatisfactory
 (P) Poor



VIVIAN JOY L. ROLUNA
 Job Order - Staff
 Ratee



JOSEMILO P. RUIZ EdD
 Chief Education Supervisor, CID
 Rater



LORELEI A. MASIAS, CESE
 OIC - Assistant Schools Division Superintendent
 Approving Authority