



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



June 13, 2024

DIVISION MEMORANDUM

No. **332-2024**

**SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT (IPCR) APPRAISALS  
 FOR JANUARY–JUNE 2024 AND TARGETS FOR JULY–DECEMBER 2024  
 BY THE SEF-PAID PERSONNEL**

To: Chief Education Supervisors  
 Section/Unit Heads  
 Public School Heads  
 School Administrative Officers  
 SEF-Paid Non-Teaching Staff  
 All Others Concerned

1. In accordance with the City’s Strategic Performance Management System (SPMS) and to assess the performance of personnel, particularly in their core and support functions, this office directs all SEF-paid personnel to submit their IPCR appraisals for January–June 2024 and targets for July–December 2024 on or before July 12, 2024.


2. The authorized signatories for the IPCR are as follows:

<b>RATEE</b>	<b>RATER</b>	<b>APPROVING AUTHORITY</b>
School-based personnel	School Administrative Officer II/IV	School Head
<b>Note: For schools without an administrative officer, the rater will be the school head, and the approving authority will be the Division Administrative Officer V, Admin. Services.</b>		
SDO-based personnel (Health and Dental Services; Engineering/Education Facilities)	Chief, School Governance and Operations Division	Schools Division Superintendent
SDO-based personnel (General Services; Clerical Services)	Administrative Officer V, Admin Services	Schools Division Superintendent
SDO-based personnel (IT services)	Information Technology Officer	Schools Division Superintendent

2. In the event that personnel obtain a rating of satisfactory, supervisors will utilize performance monitoring and coaching forms to track performance improvement for subsequent evaluations. If satisfactory performance is not achieved despite mentoring and coaching efforts, non-renewal of the casual appointment may be recommended.

3. Enclosed are the IPCR templates for General Services (Driver, Utility Worker, Security Guard). If you have any questions, please feel free to ask in the official group chat, or contact Mr. Lester K. Libangen directly at (074) 442-7819.

3. For information and guidance.

  
**SORAYA T. FACULO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

**PERFORMANCE INDICATORS - ADMINISTRATIVE AIDE III (UTILITY WORKER)**

MFO/PPA	QUALITY	EFFICIENCY	TIMELINESS
<b>CORE FUNCTIONS</b>			
1. Janitorial Services	5 - 100% cleanliness and maintenance of office premises, furniture and fixtures were maintained	5 - with no negative feedback comment	5 - Cleanliness and maintenance of office premises, furniture and fixture were performed daily.
	4 - 90-99% cleanliness and maintenance of office premises, furniture and fixtures were maintained	4 - with one negative feedback comment	4 - Cleanliness and maintenance of office premises, furniture and fixture twice a week
	3 - 80-89% cleanliness and maintenance of office premises, furniture and fixtures were maintained	3 - with two negative feedback comments	3 - Cleanliness and maintenance of office premises, furniture and fixture were performed once a week
	2 - 70-79% cleanliness and maintenance of office premises, furniture and fixtures were maintained	2 - with three negative feedback comments	2 - Cleanliness and maintenance of office premises, furniture and fixture were performed once in two weeks
	1 - below 70% cleanliness and maintenance of office premises, furniture and fixtures were maintained	1 - with four negative feedback comments	1 - Cleanliness and maintenance of office premises, furniture and fixture were performed once a month
	5 - 100% clearing of trash bins/segregation of waste were imposed/implemented.		5 - clearing of trash bins/segregation of waste were imposed/implemented daily
	4 - 95-99% clearing of trash bins/segregation of waste were imposed/implemented.		4 - clearing of trash bins/segregation of waste were imposed/implemented twice a week.
	3 - 90-94% clearing of trash bins/segregation of waste were imposed/implemented.		3 - clearing of trash bins/segregation of waste were imposed/implemented once a week.
	2 - 85-89% clearing of trash bins/segregation of waste were imposed/implemented.		2 - clearing of trash bins/segregation of waste were imposed/implemented once in two weeks
	1 - below 85% clearing of trash bins/segregation of waste were imposed/implemented.		1 - clearing of trash bins/segregation of waste were imposed/implemented monthly.
2. Repairs and Maintenance	5 - 100% minor repairs and other tasks were performed.	5 - with no negative feedback comment	5 - Minor repairs and other tasks were performed immediately upon notice or when directed
	4 - 95-99% minor repairs and other tasks were performed.	4 - with one negative feedback comment	4 - Minor repairs and other tasks were performed 1-2 hours after noticing or receiving direction.
	3 - 90-94% minor repairs and other tasks were performed.	3 - with two negative feedback comments	3 - Minor repairs and other tasks were performed 3-4 hours after noticing or receiving direction.
	2 - 85-89% minor repairs and other tasks were performed.	2 - with three negative feedback comments	2 - Minor repairs and other tasks were performed 5-6 hours after noticing or receiving direction.
	1 - Below 84% minor repairs and other tasks were performed.	1 - with four negative feedback comments	1 - Minor repairs and other tasks were performed 7-8 hours after noticing or receiving direction.
3. Landscaping	5 - 100% services in landscaping, watering of plants, weeding and cleaning of canals were performed.	5 - with no negative feedback comment	5 - Services in landscaping, watering of plants, weeding and cleaning of canals were performed immediately upon notice or when directed.

**Individual Performance Commitment and Review (IPCR)**

I, \_\_\_\_\_ Administrative Aide III (Utility Worker) of \_\_\_\_\_ Schools, Department of Education-Schools Division of Baguio City, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2024.

Ratee

Date:

<b>Reviewed by:</b>		<b>Date</b>	<b>Approved by:</b>		<b>Date</b>	5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 - Unsatisfactory 1- Poor			
			<b>Head of Office</b>						
<b>Immediate Supervisor</b>									
<b>MFO/PPA</b>	<b>Success Indicators (Targets + Measures)</b>	<b>Actual Accomplishments/</b>		<b>Rating</b>				<b>Remarks</b>	<b>Computation</b>
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
<b>CORE FUNCTIONS</b>									
1. Janitorial Services	Cleaned and maintained school/office premises, furniture and fixtures daily with no negative feedback.								
	Imposed/implemented the proper segregation of waste and regularly emptied the bins with 100% acceptability.								
2. Repairs and Maintenance	Performed minor repairs and other tasks upon notices or as directed with no negative feedback.								
3. Landscaping	Performed services in landscaping, watering of plants, weeding and cleaning of canals upon notice or directed.								
<b>SUPPORT FUNCTIONS</b>									
1. Human Resource Development									
Attended at least one (1) human resource and development program/s	Attended at least 1 HRD intervention with 100% responsiveness to the IPDPs/L&D Needs (with GAD and climate Change Advocacy).								
2. Compliance of all employees with human resource management policies and other obligatory requirement	Complied 100% of human resource management policies and other obligatory requirement.								
<b>Final Rating</b>									
<b>Comments and Recommendations for Development Purposes</b>									
<b>DISCUSSED WITH:</b>		<b>Date</b>	<b>ASSESSED BY:</b>		<b>Date</b>	<b>FINAL RATING BY:</b>		<b>DATE</b>	
			I certify that I discussed my assessment of the performance with the employee						
Administrative Aide III (Utility Worker)			<b>Immediate Supervisor</b>			<b>Head of Office</b>			
<b>Employee</b>									
<b>LEGEND: Q - Quality    E-Efficiency    T-Timeliness    A-Average</b>									

	4 - 90-99% services in landscaping, watering of plants, weeding and cleaning of canals were performed.	4 - with one negative feedback comment	4 - 1-2 hours after noticing or receiving direction.
	3 - 80-89% services in landscaping, watering of plants, weeding and cleaning of canals were performed.	3 - with two negative feedback comments	3 - 3-4 hours after noticing or receiving direction.
	2 - 70-79% services in landscaping, watering of plants, weeding and cleaning of canals were performed.	2 - with three negative feedback comments	2 - 5-6 hours after noticing or receiving direction.
	1 - Below 70% services in landscaping, watering of plants, weeding and cleaning of canals were performed.	1 - with four negative feedback comments	1 - 7-8 hours after noticing or receiving direction.

**SUPPORT FUNCTIONS**

1. Attended at least one (1) human resource and development program/s	5 - Attended in at least 4 HRD interventions	5 - with 100% responsiveness to the IDPs/L&D needs	
	4 - Attended in at least 3 HRD interventions	4 - with 90-99% responsiveness to the IDPs/L&D needs.	
	3 - Attended in at least 2 HRD interventions	3 - with 80-89% responsiveness to the IDPs/L&D needs.	
	2 - Attended in at least 1 HRD intervention	2 - with 70-79% responsiveness to the IDPs/L&D needs.	
	1 - No HRD intervention attended	1 - with below 70% responsiveness to the IDPs/L&D needs.	
2. Compliance of all employees with human resource management policies and other obligatory requirement	5 - 100% of human resource management policies and other obligatory requirements were complied with		5 - Always
	4 - 95-99% of human resource management policies and other obligatory requirements were complied with		4 - Often
	3 - 90-94% of human resource management policies and other obligatory requirements were complied with		3 - Sometimes
	2 - 85-89% of human resource management policies and other obligatory requirements were complied with		2 - Rarely
	1 - below 85% of human resource management policies and other obligatory requirements were complied with		1 - Never

**Individual Performance Commitment and Review (IPCR)**

I, \_\_\_\_\_ Administrative Aide III (Driver) of \_\_\_\_\_ School, Department of Education-Schools Division of Baguio City, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2024.

Ratee

Date:

Reviewed by:	Date	Approved by:	Date					
				5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 - Unsatisfactory 1- Poor				
Immediate Supervisor		Head of Office						
MFO/PPA	Success Indicators (Targets + Measures)	Actual Accomplishments/	Rating				Remarks	Computation
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
<b>CORE FUNCTIONS</b>								
1. Regular Preventive Maintenance of Vehicle	Checked and Maintained the assigned vehicle in a road-worthy condition daily (clean and safe) with no negative feedback.							
2. Preparation of Trip Tickets and Personnel Locator Slips (PLS)	Prepared and signed all Trip Tickets with complete entry/details with 3 minor errors, immediately upon of services.							
3. Transportation Services	Rendered driving services regularly (due to availability) with care and attention; and regularly follow road courtesy and driving ethics with no negative feedback.							
4. Preparation and submission of the Monthly Report on Consumption Fuel	Prepared and submitted Monthly Reports on Fuel Consumption and official travels (within and outside Baguio City) with 100% accuracy every 9th day of the ensuing month.							
<b>SUPPORT FUNCTIONS</b>								
1. Human Resource Development								
Attended at least one (1) human resource and development program/s	Attended at least 1 HRD intervention with 100% responsiveness to the IPDPs/L&D Needs (with GAD and climate Change Advocacy).							
2. Compliance of all employees with human resource management policies and other obligatory requirements	Complied 100% of human resource management policies and other obligatory requirement.							
<b>Final Rating</b>								
<b>Comments and Recommendations for Development Purposes</b>								
DISCUSSED WITH:	Date	ASSESSED BY:	Date	FINAL RATING BY:	DATE			
		I certify that I discussed my assessment of the performance with the employee						
Administrative Aide III (Driver) <b>Employee</b>		<b>Immediate Supervisor</b>		<b>Head of Office</b>				

LEGEND: Q - Quality    E-Efficiency    T-Timeliness    A-Average

**PERFORMANCE INDICATORS - ADMINISTRATIVE AIDE III (DRIVER)**

MFO/PPA	QUALITY	EFFICIENCY	TIMELINESS
<b>CORE FUNCTIONS</b>			
1. Regular Preventive Maintenance of Vehicle	5 - 100% of preventive maintenance for the vehicles was performed	5 - with no negative feedback comment	5 - Preventive maintenance of vehicles was performed daily
	4 - 90-99% of preventive maintenance for the vehicles was performed	4 - with one negative feedback comment	4 - Preventive maintenance of vehicles was performed twice a week
	3 - 80-89% of preventive maintenance for the vehicles was performed	3 - with two negative feedback comments	3 - Preventive maintenance of vehicles was performed once a week
	2 - 70-79% of preventive maintenance for the vehicles was performed	2 - with three negative feedback comments	2 - Preventive maintenance of vehicles was performed once in two weeks
	1 - Below 70% of preventive maintenance for the vehicles was performed	1 - with four negative feedback comments	1 - Preventive maintenance of vehicles was performed once a month
2. Preparation of Trip Tickets and Personnel Locator Slips (PLS)	5 - 100% of the trip tickets were prepared with complete entries/details	5 - with 1 minor error	5 - immediately upon request for service
	4 - 95-99% of the trip tickets were prepared with complete entries/details	4 - with 2 minor errors	4 - within 5 minutes
	3 - 90-94% of the trip tickets were prepared with complete entries/details	3 - with 3 minor errors	3 - within 10 minutes
	2 - 85-89% of the trip tickets were prepared with complete entries/details	2 - with 4 minor errors	2 - within 15 minutes
	1 - Below 85% of the trip tickets were prepared with complete entries/details	1 - with 5 minor errors	1 - within 20 minutes
3. Transportation Services	5 - 100% of driving services were rendered with care and attention, road courtesy, and driving ethics.	5 - with no negative feedback comment	5 - Driving services were rendered immediately upon request
	4 - 95-99% of driving services were rendered with care and attention, road courtesy, and driving ethics	4 - with one negative feedback comment	4 - Driving services were rendered after 5 minutes of receiving the request
	3 - 90-94% of driving services were rendered with care and attention, road courtesy, and driving ethics	3 - with two negative feedback comments	3 - Driving services were rendered after 10 minutes of receiving the request
	2 - 85-89% of driving services were rendered with care and attention, road courtesy, and driving ethics	2 - with three negative feedback comments	2 - Driving services were rendered after 15 minutes of receiving the request
	1 - Below 84% of driving services were rendered with care and attention, road courtesy, and driving ethics	1 - with four negative feedback comments	1 - Driving services were rendered after 20 minutes of receiving the request
4. Preparation and submission of the Monthly Report on Consumption Fuel	5 - 100% of monthly reports on fuel consumption and official travels (within and outside Baguio City) were prepared and submitted.	5 - with 100% accuracy	5 - 7th day of ensuing month

	4 - 90-99% of monthly reports on fuel consumption and official travels (within and outside Baguio City) were prepared and submitted.	4 - with 95-99% accuracy	4 - 8th day of the ensuing month
	3 - 80-89% of monthly reports on fuel consumption and official travels (within and outside Baguio City) were prepared and submitted.	3 - with 90-94% accuracy	3 - 9th day of the ensuing month
	2 - 70-79% of monthly reports on fuel consumption and official travels (within and outside Baguio City) were prepared and submitted.	2 - with 85-89% accuracy	2 - 10th day of the ensuing month
	1 - Below 70% of monthly reports on fuel consumption and official travels (within and outside Baguio City) were prepared and submitted.	1 - with below 85% accuracy	1 - 11th day of the ensuing month
<b>SUPPORT FUNCTIONS</b>			
1. Attended at least one (1) human resource and development program/s	5 - Attended in at least 4 HRD interventions	5 - with 100% responsiveness to the IDPs/L&D needs	
	4 - Attended in at least 3 HRD interventions	4 - with 90-99% responsiveness to the IDPs/L&D needs.	
	3 - Attended in at least 2 HRD interventions	3 - with 80-89% responsiveness to the IDPs/L&D needs.	
	2 - Attended in at least 1 HRD intervention	2 - with 70-79% responsiveness to the IDPs/L&D needs.	
	1 - No HRD intervention attended	1 - with below 70% responsiveness to the IDPs/L&D needs.	
2. Compliance of all employees with human resource management policies and other obligatory requirement	5 - 100% of human resource management policies and other obligatory requirements were complied with		5 - Always
	4 - 95-99% of human resource management policies and other obligatory requirements were complied with		
	3 - 90-94% of human resource management policies and other obligatory requirements were complied with		3 - Sometimes
	2 - 85-89% of human resource management policies and other obligatory requirements were complied with		2 - Rarely
	1 - below 85% of human resource management policies and other obligatory requirements were complied with		1 - Never

**Individual Performance Commitment and Review (IPCR)**

I, Administrative Aide III (Security Guard) of \_\_\_\_\_ School, Department of Education-Schools Division of Baguio City, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - December 2024.

Ratee

Date: \_\_\_\_\_

Reviewed by:	Date	Approved by:	Date					
				5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 - Unsatisfactory 1- Poor				
Immediate Supervisor		Head of Office						
MFO/PPA	Success Indicators (Targets + Measures)	Actual Accomplishments/	Rating				Remarks	Computation
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
<b>CORE FUNCTIONS</b>								
1. Maintenance of peace and order	Maintained peace and order and protected people and property within the area of responsibility with 100% effectiveness.							
	Remained 100% visible and maintained proper decorum and courtesy to individuals with no negative feedback.							
2. Safety and security monitoring sheet	Turned over reports and information to incoming guard on duty immediately upon change of shift with 100% effectiveness.							
	Prepared reports on offenses and violations and gathered information about an incident immediately upon noticed with 100% acceptability.							
<b>SUPPORT FUNCTIONS</b>								
1. Human Resource Development								
Attended at least one (1) human resource and development program/s	Attended at least 1 HRD intervention with 100% responsiveness to the IPDPs/L&D Needs (with GAD and climate Change Advocacy).							
2. Compliance of all employees with human resource management policies and other obligatory requirement	Complied 100% of human resource management policies and other obligatory requirement.							
<b>Final Rating</b>								
<b>Comments and Recommendations for Development Purposes</b>								
DISCUSSED WITH:	Date	ASSESSED BY:	Date	FINAL RATING BY:	DATE			
Administrative Aide III (Security Guard)		I certify that I discussed my assessment of the performance with the employee						
<b>Employee</b>		<b>Immediate Supervisor</b>		<b>Head of Office</b>				

LEGEND: Q - Quality    E-Efficiency    T-Timeliness    A-Average



**PERFORMANCE INDICATORS - ADMINISTRATIVE AIDE III (SECURITY GUARD)**

MFO/PPA	QUALITY	EFFICIENCY	TIMELINESS
<b>CORE FUNCTIONS</b>			
1. Maintenance of peace and order	5 - 100% maintenance of peace and order, as well as protection of people and property within the area of responsibility, was ensured	5 - with 100% effectiveness	5 - always
	4 - 90-99% maintenance of peace and order, as well as protection of people and property within the area of responsibility, was ensured	4 - with 95-99% effectiveness	4 - often
	3 - 80-89% maintenance of peace and order, as well as protection of people and property within the area of responsibility, was ensured	3 - with 90-94% effectiveness	3 - sometimes
	2 - 70-79% maintenance of peace and order, as well as protection of people and property within the area of responsibility, was ensured	2 - with 85-89% effectiveness	2 - rarely
	1 - Below 70% maintenance of peace and order, as well as protection of people and property within the area of responsibility, was ensured	1 - with below 85% effectiveness	1 - never
	5 - 100% visible and maintained proper decorum and courtesy towards all individuals	5 - with no negative feedback comment	5 - Always
	4 - 95-99% visible and maintained proper decorum and courtesy towards all individuals	4 - with one negative feedback comment	4 - Often
	3 - 90-94% visible and maintained proper decorum and courtesy towards all individuals	3 - with two negative feedback comments	3 - Sometimes
	2 - 85-89% visible and maintained proper decorum and courtesy towards all individuals	2 - with three negative feedback comments	2 - Rarely
	1 - below 85% visible and maintained proper decorum and courtesy towards all individuals	1 - with four negative feedback comments	1 - Never
2. Safety and security monitoring sheet		5 - Turned over reports and information to incoming guard on duty with 100% effectiveness	5 - Turned over reports and information to incoming guard on duty immediately upon change of shift
		4 - Turned over reports and information to incoming guard on duty with 95-99% effectiveness	4 - after 5 minutes of change of shift
		3 - Turned over reports and information to incoming guard on duty with 90-94% effectiveness	3 - after 10 minutes of change of shift
		2 - Turned over reports and information to incoming guard on duty with 85-89% effectiveness	2 - after 15 minutes of change of shift

		1 - Turned over reports and information to incoming guard on duty with below 85% effectiveness	1 - after 20 minutes of change of shift
	5 - 100% of reports on offenses, violations, and gathered information about an incident were submitted	5 - with 100% acceptability	5 - Immediately upon noticing
	4 - 90-99% of reports on offenses, violations, and gathered information about an incident were submitted	4 - with 95-99% acceptability	4 - after 5 minutes of notice
	3 - 80-89% of reports on offenses, violations, and gathered information about an incident were submitted	3 - with 90-94% acceptability	3 - after 10 minutes of notice
	2 - 70-79% of reports on offenses, violations, and gathered information about an incident were submitted	2 - with 85-89% acceptability	2 - after 15 minutes of notice
	1 - Below 70% of reports on offenses, violations, and gathered information about an incident were submitted	1 - with 84% & below acceptability	1 - after 20 minutes of notice

**SUPPORT FUNCTIONS**

1. Attended at least one (1) human resource and development program/s	5 - Attended in at least 4 HRD interventions	5 - with 100% responsiveness to the IDPs/L&D needs	
	4 - Attended in at least 3 HRD interventions	4 - with 90-99% responsiveness to the IDPs/L&D needs.	
	3 - Attended in at least 2 HRD interventions	3 - with 80-89% responsiveness to the IDPs/L&D needs.	
	2 - Attended in at least 1 HRD intervention	2 - with 70-79% responsiveness to the IDPs/L&D needs.	
	1 - No HRD intervention attended	1 - with below 70% responsiveness to the IDPs/L&D needs.	
2. Compliance of all employees with human resource management policies and other obligatory requirement	5 - 100% of human resource management policies and other obligatory requirements were complied with		5 - Always
	4 - 95-99% of human resource management policies and other obligatory requirements were complied with		4 - Often
	3 - 90-94% of human resource management policies and other obligatory requirements were complied with		3 - Sometimes
	2 - 85-89% of human resource management policies and other obligatory requirements were complied with		2 - Rarely
	1 - below 85% of human resource management policies and other obligatory requirements were complied with		1 - Never