



Department of Education
Region IV - A CALABARZON
FINANCE DIVISION
(Functional Division)



Effectivity Date: April 28, 2021
 Revision No.: 1
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OFFICE PERFORMANCE AND COMMITMENT REVIEW FORM

Name of Employee: MARITES L. GLORIA	Name of Rater: FRANCIS CESAR B. BRINGAS
Position: Chief Administrative Officer	Position: Regional Director
Review Period: CY 2021	Date of Review: January to December, 2021
Division: Finance Division	

TO BE FILLED IN DURING PLANNING											TO BE FILLED DURING EVALUATION						
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)		RATING SCALE					ACTUAL RESULTS	RATING	SCORE*			
							5	4	3	2	1						
Basic Education Services	Financial Management	1. To improve implementation strategy of Regional Office and Schools Division Offices with financial management policies and procedures for greater flexibility and workability.	Within the rating period	10%	Improve implementation strategy of Regional Office and Schools Division Offices with financial management policies and procedures for greater flexibility and workability.	E	all financial management policies and procedures implementation strategy were improved for greater flexibility and workability ROP and SDOs	one financial management policies and procedures implementation strategy was improved for greater flexibility and workability ROP and SDOs	two financial management policies and procedures implementation strategy were improved for greater flexibility and workability ROP and SDOs	three financial management policies and procedures implementation strategy were improved for greater flexibility and workability ROP and SDOs	more than three financial management policies and procedures implementation strategy were improved for greater flexibility and workability ROP and SDOs	Improved implementation strategy financial policies and procedures to ROP and SDOs for greater flexibility and workability.	5				
							100% of the operating units were able to improve implementation strategy on financial management policies and procedures for the current FY.	95-99% of the operating units were able to comply with financial management policies and procedures for the current FY.	90-94% of the operating units were able to comply with financial management policies and procedures for the current FY.	85-89% of the operating units were able to comply with financial management policies and procedures for the current FY.	Only 84% or less of the operating units were able to comply with financial management policies and procedures for the current FY.				Compliance of OU's with financial policies and procedures for current FY.		
							improved implementation strategy established on time	delayed by 1 week	delayed by 2 weeks	delayed by 1 month	delayed by more than 1 month					Timely implementation	5
Basic Education Services	Financial Management	2. To optimize knowledge on the conduct of seminars/workshops on financial management across governance levels (RO/SDOs).	Within the rating period	5%	Seminars/workshops conducted across governance levels (RO/SDOs) to optimize financial management.	E	all Seminars/workshops conducted across governance levels (RO/SDOs) to optimize financial management.	one seminar/workshop was not conducted across governance levels (RO/SDOs) to optimize financial management.	two seminars/workshops were not conducted across governance levels (RO/SDOs) to optimize financial management.	three seminars/workshops were not conducted across governance levels (RO/SDOs) to optimize financial management.	more than three seminars/workshops were not conducted across governance levels (RO/SDOs) to optimize financial management.	Seminars/Workshops conducted to optimize knowledge on financial management across governance levels.	4				



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							5	4	3	2	1			
						Q 100% seminars and workshops on financial management were properly conducted for SDOs/IU's (blended/virtual)	85% seminars and workshops on financial management were properly conducted for SDOs/IU's (blended/virtual)	75% seminars and workshops on financial management were properly conducted for SDOs/IU's (blended/virtual)	50% seminars and workshops on financial management were properly conducted for SDOs/IU's (blended/virtual)	25% below seminars and workshops on financial management were properly conducted for SDOs/IU's (blended/virtual)	Properly conducted seminars-workshops on financial management.	4		
						T conducted without delay within the rating period per schedule on WFP	conducted with one day delay within the rating period per schedule on WFP	conducted with two days delay within the rating period per schedule on WFP	conducted with three days delay within the rating period per schedule on WFP	conducted with more than three days delay within the rating period per schedule on WFP	Conducted on time	5	0.217	
Basic Education Services	Financial Management	3. To standardize regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPRD/HRDD/FTAD)	Within the rating period	5%	Ensured all standardize regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPRD/HRDD/FTAD) has been provided.	E all standard regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPRD/HRDD/FTAD) has been provided.	one regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPRD/HRDD/FTAD) has not been provided.	two regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPRD/HRDD/FTAD) has not been provided.	three regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPRD/HRDD/FTAD) has not been provided.	regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPRD/HRDD/FTAD) has not been provided.	Standardized regional policies and guidelines in support to downloaded PAPs of all FDs.	5		
						Q 100% policies and guidelines were standardized with evidence of proper allocation without budget overdraft	90-99% policies and guidelines were standardized with evidence of proper allocation without budget overdraft	80-89% policies and guidelines were standardized with evidence of proper allocation without budget overdraft	70-79% policies and guidelines were standardized with evidence of proper allocation without budget overdraft	below 70% policies and guidelines were standardized with evidence of proper allocation without budget overdraft	Standardized policies and guidelines to support downloaded PAPs from the different FDs.	5		



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MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)	RATING SCALE					ACTUAL RESULTS	RATING	SCORE*	
						5	4	3	2	1				
					T	implemented on time	delayed by 1 day	delayed by 2 days	delayed by 1 week	delayed by more than 1 week	Timely implementation	5	0.250	
Basic Education Services	Budget Preparation	1. To prioritize PAPs of RO functional divisions and schools divisions offices for inclusion on the consolidated budget proposal for FY 2022.	Within the rating period	5%	Defined prioritized PAPs of RO functional divisions and SDOs for inclusion on FY 2022 consolidated budget proposals.	E	100% prioritized PAPs of RO functional divisions and SDOs for inclusion on FY 2022 consolidated budget proposals.	95-99% prioritized PAPs of RO functional divisions and SDOs for inclusion on FY 2022 consolidated budget proposals.	90-94% prioritized PAPs of RO functional divisions and SDOs for inclusion on FY 2022 consolidated budget proposals.	85-89% prioritized PAPs of RO functional divisions and SDOs for inclusion on FY 2022 consolidated budget proposals.	Only 84% or less prioritized PAPs of RO functional divisions and SDOs for inclusion on FY 2022 consolidated budget proposals.	Prioritized PAPs of RO functional divisions and SDOs for inclusion on FY 2022 consolidated budget proposals.	5	
					Q	ROP functional divisions and 21 SDOs were able to prioritize all PAPs for inclusion on the FY 2022 consolidated budget proposal.	One operating unit was not able to prioritize all PAPs for inclusion on the FY 2022 consolidated budget proposal.	Two operating units were not able to prioritize all PAPs for inclusion on the FY 2022 consolidated budget proposal.	Three operating units were not able to prioritize all PAPs for inclusion on the FY 2022 consolidated budget proposal.	More than three operating units were not able to prioritize all PAPs for inclusion on the FY 2022 consolidated budget proposal.	Defined prioritized PAPs in ROP and SDOs for FY 2022 budget proposal.	5		
					T	submission on time	delayed by 1 day	delayed by 2 days	delayed by 1 week	delayed by more than 1 week	Timely implementation	5	0.250	
Basic Education Services	Budget Preparation	2. To collaborate with RDC-NEDA and Department of Budget Management (DBM) on FY 2022 budget.	Within the rating period	5%	Defined prioritized programs and projects based on the Updated RDIP 2017-2022.	E	100% collaboration from RO to RDC-NEDA/DBM.	95-99% collaboration from RO to RDC-NEDA/DBM.	90-94% collaboration from RO to RDC-NEDA/DBM.	85-89% collaboration from RO to RDC-NEDA/DBM.	Only 84% or less collaboration from RO to RDC-NEDA/DBM.	Intensive collaboration to RDC-NEDA/DBM.	5	



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MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per KRA	PERFORMANCE INDICATORS (Quality, Efficiency and Timeliness)	RATING SCALE					ACTUAL RESULTS	RATING	SCORE*	
						5	4	3	2	1				
					Q	100% RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	95-99% RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	90-94% RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	85-89% RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	Only 84% or less RO programs and projects per RDIP were coordinated/collaborated with RDC-NEDA.	RO programs and projects based on the Updated RDIP 2017-2022.	5		
					T	collaboration before submission	delayed by 1 day	delayed by 2 days	delayed by 1 week	delayed by more than 1 week	Submitted on time	5	0.250	
Basic Education Services	Budget Preparation	3. To review and validate (online) the consolidated budget proposals based on prioritization by the RO/SDOs.	Within the rating period	5%	Defined budget proposals for SY 2022 in all functional divisions per submission of the consolidated budget proposals.	E	all budget proposals were properly reviewed through online communication facilities.	one budget proposal was not properly reviewed through online communication facilities.	two budget proposals were properly reviewed through online communication facilities.	three budget proposals were not properly reviewed through online communication facilities.	budget proposals were not properly reviewed through online communication facilities.	Consolidated and completed budget proposals.	5	
					Q	100% of consolidated budget proposals were completed and accurately done.	90-99% of consolidated budget proposals were completed and accurately done.	80-89% of consolidated budget proposals were completed and accurately done.	70-79% of consolidated budget proposals were completed and accurately done.	below 70% of consolidated budget proposals were completed and accurately done.	Consolidated, completed and accurately done budget proposals	5		
					T	submitted on time	delayed by 1 day	delayed by 2 days	delayed by 1 week	delayed by more than 1 week	Timely submission	5	0.250	



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							5	4	3	2	1			
Basic Education Services	Mobilization and Utilization of Financial Resources	1. To review and finalized the consolidated budget execution documents (BEDs) submitted by the SDOs through online communication facilities.	As schedule	10%	Finalized BEDs as basis in the mobilization and utilization of financial resources within the rating period.	E	All BEDs submitted by SDOs were finalized as basis in the mobilization and utilization of financial resources within the rating period.	one BED submitted by SDOs was not finalized as basis in the mobilization and utilization of financial resources within the rating period.	two BEDs submitted by SDOs were not finalized as basis in the mobilization and utilization of financial resources within the rating period.	three BEDs submitted by SDOs were not finalized as basis in the mobilization and utilization of financial resources within the rating period.	BEDs submitted by SDOs were finalized as basis in the mobilization and utilization of financial resources within the rating period.	Consolidated and completed BEDs.	4	
						Q	All BEDs were completed and accurately done.	one BED was not completed and accurately done.	two BEDs were not completed and accurately done.	three BEDs were not completed and accurately done.	BEDs were not completed and accurately done.	Consolidated, completed and accurate BEDs.	5	
						T	submitted on time as schedule	delayed by 1 day	delayed by 2 days	delayed by 3 days	delayed by more than 1 week	Timely submission	5	0.467
Basic Education Services	Mobilization and Utilization of Financial Resources	2. To lead in the processing of claims/payments/reimbursements (allotment and disbursements) in all allotment class (PS/MOOE/CO) expenditures.	As schedule (with SWF reporting in the Office).	15%	Accounted for 100% mobilization and utilization of fiscal resources (claims/payments/reimbursements (allotment and disbursements) in all allotment class (PS/MOOE/CO) expenditures) within the rating period.	E	All claims were released to recipient OU's/walk-in clients.	one claim was not released to recipient OU's/walk-in clients.	two claims were not released to recipient OU's/walk-in clients.	three claims were not released to recipient OU's/walk-in clients.	more than three claims were not released to recipient OU's/walk-in clients.	Claims released on time to OU's/walk-in clients.	5	
						Q	100% of claims were properly facilitated and paid.	90-99% claims were properly facilitated and paid.	80-89% claims were properly facilitated and paid.	70-79% claims were properly facilitated and paid.	below 70% claims were properly facilitated and paid.	Claims processed and released.	5	
						T	process and release on time	delayed by 1 day	delayed by 2 days	delayed by 1 week	delayed by more than 1 week	Release on time	5	0.750



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							5	4	3	2	1			
Basic Education Services	Financial Accountability Reporting	1. Maintained books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents.	Within every quarter of the rating period	10%	Monitored and maintained books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents.	E	all books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were monitored and maintained.	one book of account and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained.	two books books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained.	three books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained.	more than three books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained.	Updated books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents.	4	
							100% books of accounts and registries of allotment and disbursements were properly updated and maintained.	95-99% books of accounts and registries of allotment and disbursements were properly updated and maintained.	90-94% books of accounts and registries of allotment and disbursements were properly updated and maintained.	80-89% books of accounts and registries of allotment and disbursements were properly updated and maintained.	Below 80% books of accounts and registries of allotment and disbursements were properly updated and maintained.	Properly updated books of accounts and RAOD.	4	
							T	updated and maintained on time	delayed by 1 week	delayed by 2 weeks	delayed by 1 month	delayed by more than 1 month	Timely updating	5
Basic Education Services	Financial Accountability Reporting	2. To submit the required budget and financial accountability reports hard and soft copies (through online communication facilities).	Within every quarter of the rating period	15%	Sustained the submission of completed, consolidated and validated quarterly budget financial accountability reports.	E	all required budget and financial accountability reports were submitted on time.	one (1) required budget and financial accountability reports was not submitted on time.	two (2) required budget and financial accountability reports were not submitted on time.	three (3) required budget and financial accountability reports were not submitted on time.	more than three (3) required budget and financial accountability reports were not submitted on time.	Completed, consolidated and validated BFArs.	5	



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						5	4	3	2	1				
					Q	100% required budget and financial accountability reports were accurately done.	90-99% required budget and financial accountability reports were accurately done.	80-89% required budget and financial accountability reports were accurately done.	70-79% required budget and financial accountability reports were accurately done.	below 70% required budget and financial accountability reports were accurately done.	Completed, consolidated and accurate BFARs.	4		
					T	submitted on time	delayed by 1 week	delayed by 2 weeks	delayed by 1 month	delayed by more than 1 month	Timely submission	5	0.700	
Basic Education Services	Financial Accountability Reporting	3. To level-up and monitor the performance of Schools Division Offices on the utilization and disbursement of funds.	Within the rating period	15%	Level-up financial performance of schools division offices.	E	all SDOs covered in monitoring	One SDO was not covered in monitoring	Two (2) SDOs were not covered in monitoring	Three (3) SDOs were not covered in monitoring	more than three (3) SDOs were not covered in monitoring.	SDOs monitored by RO.	5	
					Q	100% SDOs performance were monitored	90-99% SDOs performance were monitored.	80-89% SDOs performance were monitored.	70-79% SDOs performance were monitored.	below 70% SDOs performance were monitored.	BUR and DR of ROP and SDOs.	5		
					T	monitoring on time	delayed by 1 week	delayed by 2 weeks	delayed by 1 month	delayed by more than 1 month	Timely monitoring	5	0.750	
				100%										
											Overall Rating for Accomplishments		4.817	
											Descriptive Rating - Outstanding		O	

Adjectival Rating Scale

- | | |
|---------------|-------------------|
| 4.500 - 5.000 | Outstanding |
| 3.500 - 4.499 | Very Satisfactory |
| 2.500 - 3.499 | Satisfactory |
| 1.500 - 2.499 | Unsatisfactory |

M. Gloria
MARITES L. GLORIA
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CHERRYLOU D. REPIA
Rater

Approving Authority:
F. Bringas
FRANCIS CESAR B. BRINGAS
Regional Director