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		MARITES L. GLORIA	OFFICE	PERFOR/	MANCE AND COMM	ITMEN	IT REVIEW FORM			-			Tuge For F			
Name of Er Position:	nployee:	Chief Administrative Officer						Name of Rater: Position:	FRANCIS CESAR B. Regional Director	BRINGAS						
Review Peri	od:	CY 2021						Date of Review:	January to Decem	ber, 2021						
Division:		Finance Division														
	TO BE FILLED IN DURING PLANNING								TO BE FILLED DURING EVALUATION							
		w		Weight	PERFORMANCI INDICATORS (Quo				RATING SCALE							
MFOs KRAs		OBJECTIVES	TIMELINE	per KRA	Efficiency and Time			I .				ACTUAL RESULTS	RATING	SCORE*		
				KKA	Improve		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		implementation strategy of Regional Office and Schools Division Offices with financial management policies and procedures for greater flexibility and warkebility	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 implemention strategy financial policies and procedures to ROP and SDOs for greater flexibility and workability.	5			
						Q	100% of the operating units were able to implementation strategy on financial management policies and procedures.	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.	5			
						т	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	0.500		
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		Seminars/workshop s conducted across governance levels (RO/SDOs) to optimize financial management.	E	all Seminars/worksh ops 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/worksho ps were not conducted across governance levels (RO/SDOs) to optimize financial management.	three seminars/worksho ps were not conducted across governance levels (RO/SDOs) to optimize financial management.	more than three seminars/worksh ops were not conducted across governance levels (RO/SDOs) to optimize financial management.	Seminars/Worksh ops conducted to optimize knowledge on financial management across governnance levels.	4			

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AND THE DIST.					FINANCE DIVISIO					Effectivity Date: Revision No.:			2021		
	HER OF CALADAR				(Functional Divis	on)									
			OFFICE I	PERFOR	MANCE AND COMM	ITMEN	IT REVIEW FORM			Page No.:			Page 1 of 1		
Name of Er	nployee:	MARITES L. GLORIA						Name of Rater:	FRANCIS CESAR B.						
Position: Review Per	iod:	Chief Administrative Officer CY 2021						Position: Date of Review:	Regional Director						
Division:		Finance Division							Juneary to Decen	1501, 2021			•		
					TO BE FILLED IN DURI		NNING					TO BE FILLED D		ATION	
				Weight	PERFORMANC		INNING					IO BE FILLED D	URING EVALU	AllON	
MFOs	KRAs	OBJECTIVES	TIMELINE	per	INDICATORS (Quo Efficiency and Time			1	RATING SCALE		•	ACTUAL RESULTS	RATING	SCORE*	
				KRA	Linstency and fille		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		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/PPR D/HRDD/FTAD) has been provided.	one regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPR D/HRDD/FTAD) has not been provided.	two regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPR D/HRDD/FTAD) has not been provided.	three regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPR D/HRDD/FTAD) has not been provided.	regional policies and guidelines in support to downloaded PAPs from the different functional divisions (CLMD/QAD/PPR D/HRDD/FTAD) has not been provided.	Standardized regional policies and guidelines in supporti 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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SOLAKA NG PU.S					FINANCE DIVISIO					Effectivity Date:			2021			
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			OFFICE	PERFOR	MANCE AND COMM	ITMEN	T REVIEW FORM			Page No.: Page 1 of 1						
Name of Em	nployee:	MARITES L. GLORIA						Name of Rater:	FRANCIS CESAR B.	BRINGAS			_			
Position:		Chief Administrative Officer						Position:	Regional Director							
Review Peri	00.	CY 2021						Date of Review:	January to Decem	nber, 2021			-			
Division:		Finance Division														
					TO BE FILLED IN DURI	NG PLA	NNING					TO BE FILLED D	LED DURING EVALUATION			
			Weight PERFORMANC						RATING SCALE							
MFOs	KRAs	OBJECTIVES	TIMELINE	per KRA	Efficiency and Time					-		ACTUAL RESULTS	RATING	SCORE*		
				KKA		,,		4	3	2	1					
						т	implemented on	delayed by 1 day	delayed by 2	delayed by 1	delayed by more	· · ·	5	0.250		
							time	, , ,	days	week	than 1 week	implementation				
							100% prioritized	95-99% prioritized	90-94% prioritized	85-89% prioritized	Only 84% or less	Prioritized PAPs				
					Defined prioritized		PAPs of RO	PAPs of RO	PAPs of RO	PAPs of RO	prioritized PAPs	of RO functional				
Basic Education		 To prioritized PAPs of RO functional divisions and schools 			PAPs of RO functional divisions		functional divisions and	functional	functional divisions and	functional divisions and	of RO functional divisions and	divisions and SDOs for				
	Budget Preparation	divisions offices for inclusion on	Within the	5%	and SDOs for	Е	SDOs for inclusion	divisions and SDOs for inclusion		SDOs for inclusion	SDOs for inclusion	inclusion on FY	5			
Services		the consolidated budget	rating period		inclusion on FY 2022		on FY 2022	on FY 2022	on FY 2022	on FY 2022	on FY 2022	2022				
		proposal for FY 2022.			consolidated budget proposals.		consolidated budget	consolidated	consolidated budget	consolidated budget	consolidated budget	consolidated budget				
					bouger proposais.		proposals.	budget proposals.	proposals.	proposals.	proposals.	proposals.				
							ROP functional	One operating	Two operating	Three operating	More than three					
							divisions and 21 SDOs were able	unit was not able	units were not	units were not	operating units were not able to	Defined prioritized PAPs				
						~	to priorize all	to priorize all PAPs		able to priorize all	priorize all PAPs	in ROP and SDOs	-			
						Q	PAPs for inclusion	for inclusion on the FY 2022	PAPs for inclusion on the FY 2022	PAPs for inclusion on the FY 2022	for inclusion on	for FY 2022	5			
							on the FY 2022 consolidated	consolidated	consolidated	consolidated	the FY 2022	budget				
							budget proposal.	budget proposal.	budget proposal.	budget proposal.	consolidated budget proposal.	proposal.				
							0.1 1.1				<u><u></u></u>					
						-	submission on		delayed by 2	delayed by 1	delayed by more	Timely	_	0.055		
						т	time	delayed by 1 day	days	week	than 1 week	implementation	5	0.250		
		2. To collaborate with RDC-NEDA			Defined prioritized programs and		100%	95-99%	90-94%	85-89%	Only 84% or less					
Basic Education	Budget	and Department of Budget	Within the	E07	projects	-	collaboration	collaboration	collaboration	collaboration	collaboration	Intensive collaboration to	-			
Education Services	Preparation	ation Department of Budget rating period 5% based on the E fi	from RO to RDC-	C- from RO to RDC-	from RO to RDC-	from RO to RDC-	om RO to RDC- from RO to RDC-		5							
					Updated RDIP 2017- NED	NEDA/DBM.	NEDA/DBM.	NEDA/DBM.	NEDA/DBM.	NEDA/DBM.	RDC-NEDA/DBM.					
					2022.											

Name of En Position: Review Peri Division:	npioyee.	MARITES L. GLORIA Chief Administrative Officer CY 2021 Finance Division	OFFICE I	F	FRANCIS CESAR B. Regional Director January to Decen	or mber, 2021								
				Weight	TO BE FILLED IN DURI PERFORMANCI INDICATORS (Quo		INNING		RATING SCALE				OURING EVALU	
MFOs	KRAs	OBJECTIVES			Efficiency and Time		5	4 3		2 1		ACTUAL RESULTS	RATING	SCORE*
						Q	100% RO programs and projects per RDIP were coordinated/coll aborated with RDC-NEDA.	95-99% RO programs and projects per RDIP were coordinated/coll aborated with RDC-NEDA.	90-94% RO programs and projects per RDIP were coordinated/coll aborated with RDC-NEDA.	85-89% RO programs and projects per RDIP were coordinated/coll aborated with RDC-NEDA.	Only 84% or less RO programs and projects per RDIP were coordinated/coll aborated with RDC-NEDA.	RO programs and projects based on the Updated RDIP 2017-2022.	5	
						т	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,co mpleted and accurately done budget proposals	5	
						т	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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Nome of Fr		MARITES L. GLORIA	OFFICE	PERFOR	MANCE AND COMM	ITMEN	IT REVIEW FORM	Name of Rater:	FRANCIS CESAR B.				- ago - or -	
Name of Er Position:	npioyee:	Chief Administrative Officer						Position:	Regional Director					
Review Per	iod:	CY 2021						Date of Review:	January to Decen	nber, 2021				
Division:		Finance Division												
					TO BE FILLED IN DURI		NNING					TO BE FILLED D	URING EVALU	ATION
	K.D.A		Weight	PERFORMANCI INDICATORS (Quo				RATING SCALE						
MFOs	KRAs	OBJECTIVES	TIMELINE	per KRA	Efficiency and Time	fficiency and Timeliness)		4	3	2 1		ACTUAL RESULTS	rs Rating	SCORE*
Basic Education Services	Mobilization and Utilization of Financial Resources	 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 wwas 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	
						т	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/r eimbursements (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	
						т	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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	STATISTICS INCOMPANY				FINANCE DIVISIO		-				DEPED-4A	-GF062020-21	April 28,		
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			OFFICE I	PERFOR	MANCE AND COMM	NITMEN	T REVIEW FORM			Page No.: Page 1 of 1					
Name of En	nployee:	MARITES L. GLORIA						Name of Rater:	FRANCIS CESAR B.	BRINGAS			_		
Position:		Chief Administrative Officer						Position:	Regional Director						
Review Peri	04.	CY 2021						Date of Review:	January to Decen	nber, 2021					
Division:		Finance Division													
					TO BE FILLED IN DURI	NG PLA	NNING					TO BE FILLED D	LLED DURING EVALUATION		
				Weight	PERFORMANC				RATING SCALE						
MFOs	KRAs	OBJECTIVES	TIMELINE	per KRA	Efficiency and Time			<u> </u>			<u> </u>	ACTUAL RESULTS	RATING	SCORE*	
				NNA			5	4	3	2	more than three				
Basic Education Services	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		Monitored and maintained books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents.	Ę	all books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were monitored and maintained. 100% books of accounts and registries of allotment and disbursements were properly updated and maintained.	one book of account and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained. 95-99% books of accounts and registries of allotment and disbursements were properly updated and maintained.	two books books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained. 90-94% books of accounts and registries of allotment and disbursements were properly updated and maintained.	three books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained. 80-89% books of accounts and registries of allotment and disbursements were properly updated and maintained.	books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents were not monitored and maintained. Derow 30% books of accounts and registries of allotment and disbursements were properly updated and	Updated books of accounts and Registries of Allotment and Disbursements (RAOD) and other pertinent financial documents. Properly updated books of accounts and RAOD.	4		
						т	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	0.433	
Basic Education Services	Financial Accountability Reporting	 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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	A AND				FINANCE DIVISIO	NC				Effectivity Date:	02,20 %	0.00202021	April 28, 2021	
					(Functional Divisi	ion)				Revision No.:			1	
	CAL CAL		OFFICE	PERFOR/	MANCE AND COMM		IT REVIEW FORM			Page No.:			Page 1 of 1	
Name of En	nployee:	MARITES L. GLORIA						Name of Rater:	FRANCIS CESAR B.	. BRINGAS				
Position:		Chief Administrative Officer				Regional Director								
Review Peri Division:	00.	CY 2021 Finance Division				January to Decem	ıber, 2021							
Division:		Findrice Division												
	TO BE FILLED IN DURING PLANNING PERFORMANCE											TO BE FILLED D	URING EVALUA	ATION
MFOs	KRAs	OBJECTIVES	TIMELINE	Weight per	INDICATORS (Qua	ality,			RATING SCALE			ACTUAL RESULTS	RESULTS RATING SCO	SCORE*
				KRA	Efficiency and time	Efficiency and Timeliness)		4	3	2	1			
						Q	budget and financial accountability reports were	90-99% required budget and financial accountability reports were accurately done.	80-89% required budget and financial accountability reports were accurately done.	budget and financial accountability reports were	below 70% required budget and financial accountability reports were accurately done.	Completed, consolidated and accurate BFARs.	4	
						т		delayed by 1 week	delayed by 2 weeks		delayed by more than 1 month	Timely submission	5	0.700
	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	One SDO was not covered in monitoring	Two (2) SDOs were not covered in monitoring	covered in	more than three (3) SDOs were not covered in monitoring.	SDOs monitored by RO.	5	
						Q	performance	90-99% SDOs performance were monitored.	80-89% SDOs performance were monitored.	performance	below 70% SDOs performance were monitored.	BUR and DR of ROP and SDOs.	5	
						т	-	delayed by 1 week	delayed by 2 weeks	delayed by 1 month	delayed by more than 1 month	Timely monitoring	5	0.750
			!	100%										
									ŀ		erall Rating for Ac escriptive Rating			4.817 O

Adjectival Rating Scale

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

Very Satisfactory Satisfactory Unsatisfactory Mahr

Outstanding

MARITES L. GLORIA Ratee

CHERRYLOU D. REPIA Rater

Approving Authority:

FRANCIS CESAR B BRINGAS Regional Director

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