

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARRAH MAE C. GODOY** of the VSU Pavilion and Guest House, commits to deliver and agree to be rated on the attainment of the following targets in accordance with indicated measures for the period January to June 2021.

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ARRAH MAE C. GODOY
Ratee

joselina
JOSEFINA M. LARROSA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2021	Actual Accomplishment January – June 2021	Rating			Remarks
					Q ¹	E ²	T ³	
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	Zero valid complaint					16 JO workers in support to operation
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	Attend to food reservation and serving	1,750 catering services & canteen operations					
Administrative Services	% of financial documents prepared and processed for collection and payments	- Collect and issue OR on daily cash sales at VSU pavilion - Takes charge in preparation on billing statement of credit sales - Prepares monthly reports of cash/credit sales, collections - Prepare cash/check remittances to cash division - Prepare replenishments of imprest funds - Prepare payments to food suppliers - Prepare job requests, trip tickets, etc. - Prepare payrolls of JO and emergency laborers	100% of financial documents prepared and processed.					
Total Over-all Rating								