


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. Araceli M. Managbanag**, Administrative Aide III of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2022 to May 23, 2022.


ARACELI M. MANAGBANAG

Ratee


CHARIS B. LIMBO
Director, IHK

Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services									
Efficient and customer-friendly	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	Number of students class rosters/ grades sheets checked, controlled and recorded	Class rosters/Gradesheets checked, controlled and recorded, 1st sem. AY 2021-2022	100	183	5	5	4	4.67	
	Students' Grades Inquiries & Completion of Grades served/recorded/released	Completion of grades of students controlled and recorded	100	100	5	4	4	4.33	
	Number of end-users of the VSU Sports Facilities & billed of accounts served on time	Served & logged Sports facilities reservations	8						no sports activities allowed yet due to IATF health protocols