

Visca, Baybay City, Leyte, Philippines

I. JOVELYN G. JACOB, Science Research Assistant of the National Abaca Research Center-Visayas State University commits to deliver

to be rated on the attainment of the following accomplishments in accordance with the and agree indicated measures for the period July 2022 to December 2022:

Project/Study Leader

Head of Unit

Date:

Date:

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Research and Extension Support Services		Research: At least 90% of total tasks							
	Number of accessions characterized for fiber physical and chemical properties and In vitro conservation	Characterizes accessions on their fiber physical and chemical	4	10	5	5	5	5	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterization and analysis	6	10	5	5	5	5	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	100	120	4	5	5	4.67	
	Number of reports prepared	Prepares research reports	1	2	5	5	5	5	
Others		Others: At least 10% of total tasks							
	Number of center-based committee membership assignments	Perform center committee membership assignments	1	1	4	5	5	4.67	
	No. of suckers inoculated		75	325	5	5	5	5	
	No. of cultures transferred and micropropagated		400	1000	5	5	5	5	
	No. of culture bottles/medium prepared		750	1000	5	5	5	5	
	No. of liters of medium prepared and dispersed		150	155	4	5	5	4.67	
	No. of accessions inoculated		50	60	5	5	5	5	
Total Over-all Rating	(with copy of approval)							49.01	
	Ave. Rating (Total Over-all rating)			49.01	Comments & Recommendations for Development Purposes:				
	Additional Points:								
	Punctuality	-							
	Approved Additional points	-							
	(with copy of approval)								

VISAYAS STATE UNIVERSITY

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN G. JACOB**, Science Research Assistant of the **National Abaca Research Center-Visayas State University** commits to deliver to be rated on the attainment of the following accomplishments in accordance with the and agree indicated measures for the period **July 2022 to December 2022**.

Carly
JOVELYN G. JACOB
Ratee

Recommending Approval: **LUZ O. MORENO**
Project/Study Leader

Approved: **ROMEL B. ARMECING**
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Research and Extension Support		Research: At least 90% of total tasks							
Services	Number of accessions characterized for fiber physical and chemical properties and In vitro conservation	Characterizes accessions on their fiber physical and chemical	4	10	5	5	5	5	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterization and analysis	6	10	5	5	5	5	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	100	120	4	5	5	4.67	
Others	Number of reports prepared	Prepares research reports	1	2	5	5	5	5	
	Number of center-based committee membership assignments	Others: At least 10% of total tasks Perform center committee membership assignments	1	1	4	5	5	4.67	
	No. of suckers inoculated		75	325	5	5	5	5	
	No. of cultures transferred and micropropagated		400	1000	5	5	5	5	
	No. of culture bottles/medium prepared		750	1000	5	5	5	5	
	No. of liters of medium prepared and dispersed		150	155	4	5	5	4.67	
	No. of accessions inoculated		50	60	5	5	5	5	
Total Over-all Rating	(with copy of approval)							4.901	
Ave. Rating (Total Over-all rating)				4.901					
Additional Points:									
Punctuality		-							
Approved Additional points		-							
(with copy of approval)									
Comments & Recommendations for Development Purposes:									

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ABEGAIL B. VILLAMOR, Science Research Aide of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period September 2022 to December 2022.

Date: _____
ABEGAIL B. VILLAMOR
Rate

Recommending Approval: _____

ROMEL B. ARMECIN
Project/Study Leader

Approved: _____

ROMEL B. ARMECIN
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services									
	Number of assisted extension activities related to processing and utilization of abaca	Demonstration and presentation of the existing technologies for processing of abaca fiber	5	7	✓	✓	✓	✓	
	Number of research and extension reports assisted	Assist in making research and extension reports	2	4	✓	✓	✓	✓	
	Number of hours spent in gathering data for machine evaluation related to processing and utilization of abaca	Evaluating the performance of existing machine prototype for further improvement	30	33	✓	✓	✓	✓	
	Number of hours spent in data encoding	Encoding data on excel	2	5	✓	✓	✓	✓	
	Number of craft research and extension proposals assisted related to abaca processing and utilization	Assist in crafting research and extension proposals	2	3	✓	✓	✓	✓	
	Number of powerpoint presentation prepared	Prepare powerpoints	2	3	✓	✓	✓	✓	
	Number of reports submitted	Prepares research reports	2	2	✓	✓	✓	✓	
	Number of posters prepared	Prepares research posters/front page cover	2	2	✓	✓	✓	✓	

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CIELO F. SEÑARA, Administrative Aide III of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 2022 to December 2022.

CIELO F. SEÑARA
Rated

Approved: ROMEL B. ARMECIN
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services									
Preparation of:									
	Number of trip tickets prepared	Trip tickets	5	20	5	5	5	5	
	Number of RIS prepared	Requisition Issue Slip (RIS)	5	20	5	5	5	5	
	Number of TO prepared	Travel Orders (TO)	5	30	5	5	5	5	
	Number of Itinerary of Travel	Itinerary of Travel	1	6	5	5	5	5	
	Number of Certificates of Travel Completed (CTC)	Certificate of Travel Completed (CTC) with revised itinerary	1	3	5	5	5	5	
	Number of Certificates of Travel Completed (CTC)	Certificate of Travel Completed (CTC) without revised itinerary	1	3	5	5	5	5	
	Number of cash advances/Petty Cash prepared	Cash Advances/Petty Cash	2	6	5	5	5	5	
	Number of liquidations prepared	Liquidation Report	2	4	5	5	5	5	
	a. Cash advance of accountable officer								
	b. Travel								

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROY P. BARBOSA, *Laboratory Technician* of the National Abaca Research Center-Visayas State University commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period October 2022 to December 2022.

ROY P. BARBOSA
Ratee

Approved: ROMEL B. ARMECIN
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services									
Fabricate abaca power machine, twining and twining machine, and power plant shredder	No. of abaca power stripper, plant shredder, twining and twining machines fabricated	no. of power stripper fabricated	1	2	5	5	5	5	
		no. of plant shredder fabricated	1	2	5	5	5	5	
		no. of twining and twining machine fabricated	1	2	5	5	5	5	
Perform carpentry and electrical at NARC offices and laboratories	No. of carpentry work and repairs of electrical wirings at NARC laboratories	no. of carpentry works	2	3	5	5	5	5	
		no. of electrical connections and repairs done	2	3	5	5	5	5	
Assists SRA's and Project Leaders in hauling field and office supplies	Provide services as requested by project staff	no. of request done by SRA's	2	3	5	5	5	5	
		no. of request done by study leaders	2	3	5	5	5	5	

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MIKE B. PAUSANOS**, **Administrative Aide III** of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 2022 to December 2022**.

MIKE B. PAUSANOS

Approved: ROMEL B. ARMECIN
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING	Remarks
					Q ¹ E ² T ³ A ⁴	
MFO5: Research & Extension Admin. & Support Services						
	Actual number of hours driving	Conducts and fetches NARC staff/visitors on official travel outside official station	200	280	F F F F	
	No. of hours vehicle maintained	Maintain vehicle in good running condition	30	45	F F F F	
	No. of meetings attended	Attends office meetings	6	6	F F F F	
Total Over-all Rating						

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BERTULFO M. GUMBA**, *Laboratory Technician* of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 2022 to December 2022.

BERTULFO M. GUMBA
Ratee

Approved: ROMEL B. ARMECIN
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO5: Research & Extension Admin. & Support Services									
Develops new design of handicraft from abaca waste	No. of hours design developed	Designs developed	1	0	5	5	5	5	
Conducts skills training on abaca handicraft	No. of hours per training	Skills training conducted		2	5	5	5	5	
Makes handicraft products from abaca waste for display/exhibit	No. of hours handicraft finished for display/exhibit	Products for display/exhibit	7	11	5	5	5	5	
Assesses/evaluates the quality of the weaver's finished products	No. of hours assessed finished products	Assess finished products	38	12	5	5	5	5	
Records all finished products into logbook and issues log slip to the weavers	No. of hours finished products recorder	Records finished products	38	12	5	5	5	5	

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDWIN BAGARINAO**, **Administrative Aide I** of the **National Abaca Research Center-Visayas State University** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 2022 to December 2022**.

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EDWIN BAGARINAO

Ratee

Approved:

ROMEL B. ARMECIN

Head of Unit

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