

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VANESSA MAY B. MILAN, an administrative staff of the Ecological Farm Resources and Management Institute (Eco-FARM) commits to deliver and agrees to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period November to December 2023.

*Vanessa*  
**VANESSA MAY B. MILAN**  
 Ratee  
 Date:

Approved: *J. O. Arribado*  
**JEROME O. ARRIBADO**  
 Unit Head  
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	zero % non-conformity	100% compliant	5	5	4	4.67	
		On program accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	
		On institutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	

# UMFO 6. General Admin. & Support Services (GASS)

PI 2: Zero percent complaint from clients served	A 46: Customarily friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of instruction and RDE programs of EcoFARM							
		Provides support services and assistance in the operation of the administrative function of EcoFARM, and performs other related tasks as maybe assigned from time to time	100% compliant	100% compliant	5	5	5	5	
PI 3: Additional Outputs	No. of documents (administrative/financial, projects, and incoming) effectively acted	Prepares/processes administrative documents (OIC Recommendation, Appointment of Project/Study Leader and Project Staff, Leaves, Contract of Service, etc.)	10	28	5	4	5	4.67	Communications/ Recommendations / Certifications - 22, Notice of Meetings - 5, QRM - 1
		and financial documents (Cash Advance, Replenishments, CA Liquidation, Payroll, Travel, Travel Request, RIS, Purchase Request, etc.).	10	75	5	5	5	5	Job requests - 8, Cash advance - 1, Liquidation - 5, Replenishment - 8, Travel Order - 18, Trip Ticket 5, Reimbursement - 1, Per diem - 4, RIS - 4, Fund transfer - 2, PMPs - 7, PRs - 12
		Prepares the Institute's Minutes of Meeting	5	4	5	4	5	4.67	
	No. of SPMS documents evaluated and signed	Encodes/prepares OPCRI/PCR of the Institute and its administrative staff	6	1	5	5	4	4.67	
Total Over-all Rating								43.35	
Average Rating								4.82	
Adjectival Rating									

Evaluated and rated by:



JEROME O. ARRIBADO  
Director Eco-FARMI

Date:

Recommending Approval:

ROSA OPHELIA D. VELARDE  
Director, Research

Date:

Approved by:

MARIA JULIET C. CENIZA  
Vice President for Research,  
Extension and Innovation

Date:

Comments and Recommendation for  
Development Purpose:

Attend trainings related to  
administrative management  
support.