

"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-FARMI)** commits to deliver and agrees to be rated on the attainment of the following **targets** in accordance with the indicated measures for the period **August 2023 to December 2023**.

Ratee
VANESSA MAY B. MILAN
 Date: **10/24/2023**

Approved:
JEROME O. ARRIBADO
 Unit Head
 Date: **11/6/2023**

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							
		On program accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant							

		<i>On institutional accreditations</i>	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant							
UMFO 6. General Admin. & Support Services (GASS)											
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Identifies 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	100% compliant							
			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							
	<u>PI 3.</u> Additional Outputs	No. of documents (administrative/financial, projects, and incoming) effectively acted	Prepares/processes administrative documents (OIC Recommendation, Recommendation & Appointment of Project/Study Leader and Project Staff, Leaves, Contract of Service, etc.)	10							

