

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MIGUEL S. HONRADA JR**, of PhilRootcrops 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 1, 2021 to December 31, 2021.

MIGUEL S. HONRADA JR
Ratee

Approved:

LISA I. ARCE
Assistant Director

EDGARDO E. TULIN
Director

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Services / Utility Services	No. of gates and doors opened and closed	To open and close entrance /exit gates and doors	4 doors	6					
	No. of hours consumed in monitoring / checking of unlocked office doors, open lights and other office equipment	To check for unlocked doors, open lights and other office equipment prior to closing the doors and the gates	30 hours	40					
	No. of comfort rooms cleaned and maintained	To clean and maintain comfort rooms of the Center	6 CRs	6					
	No. of offices cleaned	To clean Center's offices	Whole Center's admin plus ESED Div and the	Whole Center's admin plus ESED Div and the training hall is well cleaned					

	No. of glass window panels cleaned	To clean the glass window panels	training hall 140	160					
	No. of hours consumed in the maintenance of PhilRootcrops and the processing area (sweeping of dried leaves / dirt and landscape maintenance)	To sweep / clean / maintain the PhilRootcrops quadrangle and at the processing area	200	300					
	No. of hours consumed in the preparation of the training hall for any activities of the Center and the University	To prepare the training hall for any activity (cleaning, mopping, sweeping, putting up of ornamental plants, dusting of tables, etc.)	20 hours	35					
	No. of hours consumed in garbage disposal	To dispose garbage from the garbage bin to the compost pit	10 hours	15					
	No. of utensils washed after meetings, parties and other activities	To wash utensils used after every activities	100 sets	120					
Other duties	Number of DTRs prepared	To prepare monthly DTR	6	6					

Total Over-all Rating									
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Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
NUMERICAL RATING		
ADJECTIVAL RATING		

To attend trainings on frontline services and personality development

Evaluated and Rated by:

Recommending Approval

Approved by:

EDGARDO E. TULIN
Director

LISA I. ARCE
Asst. Director

ROSA OPHELIA D. VELARDE
Director for Research

MARIA JULIET C. CENIZA
VP for Research and Extension

Date: _____

Date: _____

Date: _____

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 - Average