

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ZAIDA A. FLORES**, *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 accomplishment in accordance with the indicated measures for the period **July 2022 to December 2022**.

MARIA ZAIDA A. FLORES

Ratee

Approved: **ROMEL B. ARMECIN**

Director, NARC

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									
Efficient & Customer friendly frontline services	Frontlining	Frontliner Services	no complaint						
Secretariat Work	Prepared, Encoded, Compiled ISO documents	Prepares /Compiles /Facilitates and Submit ISO documents	12	30	5	5	5	5	
	Number of Outgoing Communication/Letter Request prepared	Prepares Outgoing Communication, Letter Request & etc.	4	6	5	5	5	5	
	Number of Job Request Prepared	Prepares Job Request	2	5	5	5	5	5	
	Number of Prepares IPCR (Target & Accomplishment CY-2021)	Prepares and Encode printed IPCR Target & Accomplishment CY-2021	1	2	5	5	5	5	
	Numbers of PPMP & PRs prepared/submitted	Prepares PPMP & PR's	1	1	4	5	5	4	
	Number of standard government forms	Prepares standard government forms: RIS	15	30	5	5	5	5	
		Obligation Slip	2	5	5	5	5	5	