

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 targets in accordance with the indicated measures for the period **January 2023 to December 2023**.

Maria Zaida A. Flores
MARIA ZAIDA A. FLORES
 Ratee

Rommel B. Armechin
 Approved: **ROMEL B. ARMECHIN**
 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 assist DDRC	Prepares /Compiles /assist DDRC to facilitates and submit ISO documents	10						
	Number of Outgoing Communication/Letter Request prepared	Prepares Outgoing Communication, Letter Request & etc.	8						
	Number of Job Request Prepared	Prepares Job Request	3						
	Number of Prepares IPCR (Target & Accomplishment CY-2021)	Prepares and Encode printed IPCR Target & Accomplishment CY-2021	1						
	Numbers of PPMP & PRs prepared/submitted	Prepares PPMP & PR's	2						
	Number of standard government forms	Prepares standard government forms: RIS	30						
		Obligation Slip	4						