

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BERTULFO M. GUMBA**, ***Laboratory Technician*** 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**.

Ratee/

Approved: ROMEL B. ARMECIN
Head of Unit

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										
Develops new design of handicraft from abaca waste		No. of hours design developed	Designs developed	2					-	
Conducts skills training on abaca handicraft		No. of hours per training	Skills training conducted	2						
Makes handicraft products from abaca waste for display/exhibit		No. of hours handicraft finished for display/exhibit	Products for display/exhibit	13					-	
Assesses/evaluates the quality of the weaver's finished products		No. of hours assessed finished products	Assess finished products	75						
Records all finished products into logbook and issues log slip to the weavers		No. of hours finished products recorder	Records finished products	75						

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I, CIELO F. SEÑARA, *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.

CIELO F. SEÑARA
Ratee

Approved: ROMEL B. ARMECIN
Head of Unit

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									
Preparation of:									
	Number of trip tickets prepared	Trip tickets	10					-	
	Number of RIS prepared	Requisition Issue Slip (RIS)	10					-	
	Number of TO prepared	Travel Orders (TO)	10					-	
	Number of Itinerary of Travel	Itinerary of Travel	2					-	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) with revised itinerary	2					-	
	Number of Certificates of Travel Completed (CTC) prepared	Certificate of Travel Completed (CTC) without revised itinerary	1					-	
	Number of cash advances/Petty Cash prepared	Cash Advances/Petty Cash	4					-	
	Number of liquidations prepared	Liquidation Report	4					-	
	a. Cash advance of accountable officer							-	
	b. Travel							-	

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I, ROY P. BARBOSA, *Laboratory Technician* 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.

ROY P. BARBOSA *Ratee*
Approved: ROMEL B. ARMECIN *Head of Unit*

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									
Fabricate abaca power machine, twining and twining machine, and power plant shredder	No. of abaca power stripper, plant shredder, twining and twining machines fabricated	no. of power stripper fabricated	2						
		no. of plant shredder fabricated	2						
		no. of twining and twining machine fabricated	2						
Perform carpentry and electrical at NARC offices and laboratories	No. of carpentry work and repairs of electrical wirings at NARC laboratories	no. of carpentry works	4						
		no. of electrical connections and repairs done	4						
Assists SRA's and Project Leaders in hauling field and office supplies	Provide services as requested by project staff	no. of request done by SRA's	6						
		no. of request done by study leaders	6						

I, **EDWIN BAGARINAO**, ***Administrative Aide I*** 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**.

EDWIN BAGARINAO

Approved: ROMEL B. ARMECIN
Head of Unit

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I, MIKE B. PAUSANOS, *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.

Mike B. Pausanos

MIKE B. PAUSANOS

Ratee

Approved:

Romel B. Armechin
ROMEL B. ARMECHIN
Head of Unit

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									
	Actual number of hours driving	Conducts and fetches NARC staff/visitors on official travel outside official station	400					-	
								-	
								-	
								-	
	No. of hours vehicle maintained	Maintain vehicle in good running condition	60					-	
	No. of meetings attended	Attends office meetings	12					-	
Total Over-all Rating								-	

Ave. Rating (Total Over-all rating)	
Additional Points:	
Punctuality	-
Approved Additional points	-
(with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendation for Development Purpose:

Evaluated & Rated by:

Recommending Approval:

Approved by:

Romel B. Armechin
ROMEL B. ARMECHIN
Director, NARC

Date: _____

ROSA OPHELIA D. VELARDE
Director for Research

Date: _____

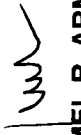
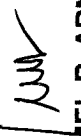
MARIA JULIET C. CENIZA
OVPREI

Date: _____

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I, **ABEGAIL B. VILLAMOR**, Science Research Aide 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.

ABEGAIL B. VILLAMOR  Date: _____
 Rate _____
 Recommending Approval: **ROMEL B. ARMECIN**  Date: _____
 Project/Study Leader
 Approved: **ROMEL B. ARMECIN**  Date: _____
 Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO2: Research Services									
	Number of assisted extension activities related to processing and utilization of abaca	Demonstration and presentation of the existing technologies for processing of abaca fiber	10						
	Number of research and extension reports assisted	Assist in making research and extension reports	2						
	Number of hours spent in gathering data for machine evaluation related to processing and utilization of abaca	Evaluating the performance of existing machine prototype for further improvement	60						
	Number of hours spent in data encoding	Encoding data on excel	20						
	Number of craft research and extension proposals assisted related to abaca processing and utilization	Assist in crafting research and extension proposals	2						
	Number of powerpoint presentation prepared	Prepare powerpoints	2						
	Number of reports submitted	Prepares research reports	2						
	Number of posters prepared	Prepares research posters/front page cover	2						

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MARLON D. BENGALAN

Approved:

ROMEL B. ARMECIN

Head of Unit

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