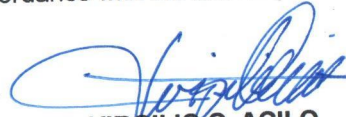


# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Virgilio C. Acilo** of the Office of the Head of Records and Archives (OHRA) 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 to December 31, 2022**.

  
**VIRGILIO C. ACILO**  
 Ratee

Approved:

**MARIA ROBERTA S. MIRAFLORE**  
 Head, Records and Archives

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OVPAF MFO 2: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES									
ODAS MFO 1: ISO aligned Personnel Records Development & Management Services									
OHRA MFO 1. Number of implementation of leave benefits, compensation & other employee benefits									
PI 1: Number of leave applications, NOSI, NOSA filed within the day of receipt	A1. Effective files management	Files contracts, 201 files/ documents of administrative staff (regular, casual, contractual staff) including NOSA, NOSI, leave applications within the day of receipt	4,583 docs						
		Updates 201 files of administrative staff based on the new CSC checklist	348 files						
		Conduct Inventory of all 201 Personal file folders for non-current; acad, admn, part-time instructor, casual, & SRA	4,583 files						
ODAS MFO 2: ISO Aligned Records and Archives Management									
OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured									
PI 3: Number of request to dispose of records secured from NAP	A4. Records disposal	Encodes draft of Request for Authority to Dispose Records for review	207 records						