

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CECILIO M. BENITEZ, *Administrative Aide I* of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) 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 to DECEMBER, 2023.

CECILIO M. BENITEZ

RATEE

DATE _____

Approved:

TEOFANES A. PATINDOL

DIRECTOR, ITEEM

DATE _____

DENNIS P. PEQUE

DEAN, CFES

DATE _____

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance with all requirements thru the established/ adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Percent compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of her functions as support staff	0% non-conformity	100% compliant					
		<i>On program and institutional accreditations</i>	Assists in the preparation of documents in compliance with all the requirements as prescribed in the accreditation tools	100% compliant	100% compliant					
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of Institute PPMP for the following year within the	On-time submission of PPMP	Drafts and finalizes PPMP for general funds, trust funds, and project/ research funds	On-time submission	Submitted on time					