



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
MECHANICAL
ENGINEERING**
Visca, Baybay City, Leyte, PHILIPPINES
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"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Antonette S. Cruz, of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2022.

ANTONETTE S. CRUZ

Ratee

Date: Jan 9, 2023

Approved:

JUNDY R. CASTIL

Head, DME

Date: Jan 9, 2023

JANNET C. BENCURE

College Dean

Date: 10 Jan. 2023

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishmen	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	Monitor and document licesure exams result Prepare tarpulin containing the result and passers of the exam	61%	63.64%	5	5	5	5.00	7 out of 11 first time takers for August 2022
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered								
UMFO 5. Support to Operations									
	OVPI MFO 1. Faculty Development Services								
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *								
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	Monitor and assist faculty on study leave through submission of progress report	2	2	5	5	5	5.00	Faculty on study leave: Engr. Bantay, Engr. Impas

	PI 1.2: Number of faculty who finished advanced degree program on time								
	PI 2: Number of faculty granted with external scholarships	Monitor and assist faculty on study leave with external scholarship	1	1	5	5	5	5.00	Engr. Impas with DOST scholarship
	PI 3: Number of faculty granted with internal fellowship grants	Monitor and assist faculty on study leave under the VSU Scholarship/Fellowship Program	1	1	5	5	5	5.00	Engr. Bantay with VSU fellowship scholarship
	PI 5: Number of faculty sent for trainings, seminars, conferences	Draft recommendation for trainings/ seminars/ workshops per instruction	4	4	5	5	4	4.67	Engr. Castil-1, Engr. Paña-2, Engr. Ebit-1
	OVPI MFO 4. Program and Institutional Accreditation Services								
	PI 8: Compliance to 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*	Abide by the ISO 9001:2015 clauses and the VSU QMS	100%	100%	5	5	4	4.67	No NCs
	OVPI MFO 6. General Administration and Support Services								
	PI 1: Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP for General Fund and Laboratory Share	1	1	5	5	4	4.67	Indicative PPMP-GF
	PI 2: Zero percent complaint from clients served	No complaint were filed	0	0					No complaints received
	PI 4: Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Assist the department head in the conduct of planning sessions and/or related activity	2	2	4	5	5	4.67	Discussed during department meetings
	PI 5: Number of monthly/special faculty & staff meetings conducted**	Prepare notice, attendance sheets and minutes of meeting	10	13	5	5	4	4.67	13 regular and special meetings assisted
	PI 6. ADDITIONAL OUPUTS								
	Number of administrative documents acted	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. al	600	3900	4	5	5	4.67	as per logbook entries from January to December 2022
Total Over-all Rating								4.80	

Average Rating (Total Over-all rating divided by 4)		4.80
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.80
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for
Development Purpose:

Keep up the good works. Encouraged to seek relevant trainings and seminars related to office management to continuously improved your goog performance. You have played a vital role in department's achievements

Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: JAN 9, 2023

Recommending Approval:

JANNET C. BENCURE

College Dean

Date: 10 Jan. 2023

Approved:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs

Date: _____

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average