



Republic of the Philippines  
Biliran Province State University  
ISO 9001:2015 CERTIFIED

Research and Development Office

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, PHIA JANE M. LLESIS of Research and Development Office of the Biliran Province State University, commits to deliver and agree to be rated on the  
(Printed Name) (Department/Division) (Agency)  
attainment of the following targets in accordance with the indicated measures for the period July 3, 2024 to December 30, 2024.

Legend: Q- Quality E- Efficiency T- Timeliness	5- Outstanding - 4- Very Satisfactory - 3- Satisfactory - 2- Unsatisfactory - 1- Poor -	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiatives. Performance exceeded expectations. Performance met expectations in terms of quality of work efficiency and timeliness. Performance failed to meet expectations. Performance was consistently below expectations. Performance was consistently below expectations.
---	---	--

PHIA JANE M. LLESIS  
Ratee

January 06, 2025  
Date

MFO & PAPS	Success Indicator (Target + Measure)	Task Assigned	Actual Accomplishment	Rating				Remarks		
				Q	E	T	Average			
RESEARCH CAPABILITY										
1	Capability Training	8	Capability Training-Workshop	- To facilitate the ; Empowering Faculty; A Comprehensive Workshop for Publishing in Scopus Journal, Meeting; Management 1st Quarter (DOST Visit), Research Forum on Geriatric Care and Moa Singing between BIPSU and Sichuan Uni, Launching and Orientation of the Research Mentorship Program, Accelerated Research Publication Mentorship Program, Unlocking Innovation, A Symposium on Crafting of Proposals for Research, Innovation and Extension	- Successfully facilitated the registration, documentation and emceeding the activities	5	5	5	5	Very Satisfactory





Research and Development Office

			Grants for 2025 CHED, 1st Research Forum and MOU Signing between BIPSU, GHF and University of Makati						
2	Research Concept and Proposal Hearing	8 Research Concept Hearing 8 Research Proposal Hearing	- To facilitate the documentation, the venue, the honorarium of the panelists	- Successfully served as one of the technical working group for the In house reviews	5	5	5	5	Outstanding
DISSEMINATION OF RESEARCH OUTPUTS AND COMMUNICATION									
1	FB Page (Social Media)	1 FB Page	- Make a new facebook page for the RDO - Post and share all events, news and announcement of RDO through its Facebook page.	- Successfully shared and posted all events, news and announcements of RSO through its Facebook page	4	4	4	4	Very Satisfactory
RIO TASKS									
1	Listing of Journals and Requirements of Different SUCs	1 List of Journals and Requirements of Different SUCs	- To finalize listing of journals and requirements of different SUCs.	- Finalized the listing of journals and requirements of different SUCs	4	4	4	4	Very Satisfactory
4	RIO MAMA	1 RIO MAMA	- Gather all Memo, Attendance, Minutes and Advancement of this year's activities	- Successfully made the half year MAMA of RIO for the year 2023	4	4	4	4	Very Satisfactory
3	RIO PAPFA	1 RIO PAPFA	- Gather all Performance, Proposal, Attendance, Pictures, Feedback, Advancement	- Successfully made the PAPFA of RIO for the half year of 2023	4	4	4	4	Very Satisfactory4+
								4	Very Satisfactory
TOTAL SUB RATING					14				
FINAL AVERAGE RATING					4.33				Very Satisfactory

Discussed with:  
*Phia Jane Ilesis*  
PHIA JANE ILESIS  
Employee  
01/06/25  
Date

Assessed by:  
*Pearl Irish V. De Paz*  
PEARL IRISH V. DE PAZ, PhD  
Head/ Director  
01/06/25  
Date

Final Rating by:  
*Roland A. Niez*  
ROLAND A. NIEZ  
Vice President for Research, Innovation and Extension Services  
01/06/25  
Date