

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Anna Patrice S. Borneo, of the OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION, AND INNOVATION commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JUNE to DECEMBER, 2024

ANNA PATRICE S. BORNEO

Ratee

Date: 12/11/2024

Approved:

SANTIAGO T. PEÑA, JR.

Head of Unit

Date: 12/11/2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support for OVPREI operations.	100% of administrative documents approved/acted within one day from receipt	Provide support in the daily administrative needs of the VP for REI including answering communications via email/output messenger/VOIP.	100%						
		Draft official documents (communications, notice of meetings, OVPREI memo, minutes of meetings, travel documents, reports etc.) for the VP for REI.	120						
		Assist in the scheduling of all official appointments and activities of the VP for REI.	100%						
Effective coordination with internal and external offices on OVPREI-related matters/activities.	Ensure service requests/inquiries are processed within three working days.	Act as a liaison between OVPREI and other offices for coordination of activities.	100%						

Efficient and customer-friendly frontline service.	Zero percent complaint from client(s) served.	Officer of the hour; assisting/receiving visitors of the VP at the VP's office.	100%						
Total Over-all Rating									


Average Rating (Total Over-all rating divided by 4)		Comments & Recommendations for Development Purpose:
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated & Rated by:

Recommending Approval:

Approved by:


SANTIAGO T. PENA, JR.
 Vice President, R E & I
 Date: 12/11/2024


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