

# PERFROMANCE RATING

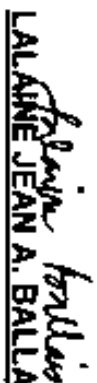

# Annex D INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, ROMEO LEWIS H. TAN of the ELECTRONICS ENGINEERING DEPARTMENT commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2023

  
ROMEO LEWIS H. TAN  
 Ratee

Date: \_\_\_\_\_

Rating Scale*		
5 - Outstanding	130% and above	
4 - Very Satisfactory	115% to 129%	
3 - Satisfactory	90% to 114%	
2 - Unsatisfactory	51% to 89%	
1 - Poor	50% and below	

Reviewed by:	Date	Approved by:	Date
 <u>LALANE JEAN A. BALLAIS MENG</u> Immediate supervisor		 <u>LYDIA M. MORANTE, DA</u> Head of Office/Designated Official	

DATE: 22/06/2023  
 TIME: 10:30 AM  
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MFO	Success indicators (Targets + Measures)	Actual accomplishments	%	Rating				Average score	Remarks
				Q	E	T	A		
							ave. of e, f, g, h	$i = d \times h$	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

**Core Functions (60%)**

1. Conducts classes regularly	Conduct classes of atleast 70% of the total number of week per class.	Conducted classes 100% of the total number of weeks per class	30%	5	4	5	4.6	1.38	
2. Update OBE course syllabi.	70% compliance update/develop and submit the OBE course syllabi.	100% complied update/develop & submit the OBE course syllabi	20%	5	5	5	5	1	
3. Submit/use Instructional Materials (IMs) for all assigned courses.	At least 1 submitted/used instructional materials (IMs)	Used 1 IM for each assigned course	10%	3	3	3	3	0.3	

**Strategic Functions (30%)**

1. Number of research outputs completed within the year	Advice atleast 1 thesis/dissertation/capstone project.	Advised 3 capstone/thesis/dissertation project	10%	4	4		4	0.4	
2. Community/population served: Number of trainees weighed by the length of training	At least 1 trainee	Served 1 community	20%	4	4		4	0.8	

**Support Functions (10%)**

1. Attend all university activities.	40% attendance of all University activities	100% attendance in all university activities	1%	4	4		4	0.04	
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2. Attend department meetings	At least 1 attendance in department meeting	attended department meetings	1%	5	5	5	5	0-05	
3. Attend the flag ceremony on time.	60% attendance in the flag ceremony	90% attendance in the flag ceremony	1%	4	4	4	4	0-04	
4. Attend local training programs	Completed at least 1 local training program	attended 1 local training program	2%	3	3		3	0-04	
5. Relevant training hours attended by faculty and staff including attendance to conferences/trainings	12.5 hours of participation in relevant conferences and training involvement in activities of professional organizations	16 hours of participation in relevant conferences & training involvement in activities of professional organizations	2%	5	5	5	5	0-1	
6. Submit CSR, DTR and other pertinent documents/reports such as periodic accomplishment reports (monthly/quarterly), narrative reports, IPCR, grade sheets, clearance, PODs, SALN etc. as scheduled.	100% submission of the mentioned documents	100% Submission of mentioned documents	1%	5	5	5	5	0-05	
7. Percentage of the undergraduate students enrolled in CHED-identified and RDC identified priority programs	15 undergraduate students enrolled	enrolled 32 students	1%	5	5	5	5	0-05	
8. Proficiency certification in international and	At least 1 international and/or local training	-	1%	1	1		1	0-01	

local trainings such as  
IELTS and TOEFL, CGSP,  
CISCO, MICROTEK


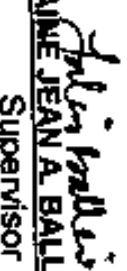

proficiency  
(IELTS, TOEFL, CGSP, CISCO,  
MICROTEK)

certification

Final average rating

Comments and recommendations for development purposes (use form for Staff Development Plans)

4.22

Discussed with:	Date	Assessed by:	Date	Final rating by:	Date
 <b>ROMEO LEWIS H. TAN</b> Name and signature of employee		 <b>LALAIN JEAN A. BALLAIS, MENG</b> Supervisor		 <b>LYDIA M. MORANTE, DA</b> Head of Office	

Legend: Q – Quality E – Efficiency T – Timeliness A – Average

The 130% and above range for Outstanding rating and the 50% and below range for Poor rating are based on the ranges prescribed under CSC Memorandum Circular No. 13, s. 1999. The 90% to 114% range for Satisfactory rating is based on Executive Order No. 80, s. 2012 (Directing the Adoption of a Performance-Based Incentive System for Government Employees).