INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Aiza B. Besavilla, of Office of the Data Protection Officer commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period   January-December 2023.

AIZA B. BESAVILLA
RATEE

Approved:

RYSAN C. GUINOCOR
Data Protection Officer

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan-Dec 2023	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q^1	E^2	T^3	A^4	
OP MFO 2: Administrative services										
DPO MFO 1: Administrative and Support Services Management										
UMFO 6. General Administration Support Services										
PI 1: Efficient data protection services management	AI.1: Efficient & customer friendly assistance	Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
		Encodes, prepares and print DPO Comments reviewed by the Data Protection Officer	100	90		5	5	5	5	
		Prepare Travel Request/Order, Trip tickets, and Cash Advance of the Data Protection Offcer	50	20		5	5	4	4.67	
		Receive Request for Information/Record for Data Protection Officer's Approval	100	131		5	5	5	5	
DPO MFO 2: Protection on data processed										
		Monitor National Privacy Commission's requirements	100%	100%		5	5	5	5	

		Assist the Data Protection Officer in preparing and filing complaints or data breach with the National Privacy Commission (NPC) on time	100%	100%			5	5	5	5	

DPO MFO 3:Data Privacy Act of 2012 information/dissemination services including all relevant laws, and the Implenting Rules & Regulations (IRR) of NPC

		Assist the Data Protection Officer in conducting orientation/seminars to Faculty, Staff and students including VSU external campuses	5	1			5	4	4	4.67	other seminars are scheduled on the 3rd and 4th quarter of the year

Office of the Data Protection Officer MFO 7:Compliant of HRMIS with the Data Privacy Act of 2012

		T22: Attends meeting before the system is fully implemented	100%	100%			5	5	4	4.67	

Office of the Data Protection Officer MFO 8:Innovations/changes for continued Improvement of Improved Services

		PI.23: Number of best practices introduced and implemented	1	0			4	4	4	4	
Total Over-all Rating										43.01	
Average Rating :										4.7	
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING											
ADJECTIVAL RATING											
										O	

Evaluated & Rated by:

RYSAN C. GUINOCOR
Data Protection

Date: July 19, 2023

Approved by:

EDGARDO E. TULIN
President

Date:_____

Comments & Recommendations for Development Purposes: