



## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **KRIZIA G. GARIGALAO**, of the **SOCIAL WORK 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** to **JUNE, 2022**.

**KRIZIA G. GARINGALAO, MAED**  
Instructor 1  
Date: February 2, 2022

<b>Reviewed By:</b>	<b>Date</b>	<b>Approved by:</b>	<b>Date</b>
 <b>ELMEE JOY D. ORAIZ, RSW, MSSW</b> Department Head		 <b>ENGR. MARIA DULCE S. GONZALEZ, MAED</b> Dean	

Output	Success Indicators (Targets + Measures)	Actual Accomplishment	Rating				Remarks
			Q1	E2	T3	A4	
<b>STRATEGIC PRIORITIES (15%)</b>							
<b>Strategic Objective #1:</b> Offer curricular programs integrating the latest technologies.							
	Attended consultative meetings and participate in the preparation of COPC documents	Spearheaded meeting w/ the Academics Attendance to meetings	5	5	5	5	
	Attended and participate in the meetings and activities in the review and harmonization of Social Work curriculum	Attendance to meetings	5	5	5	5	
<b>Strategic Objective # 2:</b> Equip students with 21st century skills (character, citizenship, communication, collaboration, creativity, critical thinking).							
	Participated in trainings/ workshops/ webinars and short courses	Certificates given	4	4	4	4	
<b>Strategic Objective # 7.</b> Establish a quality process program to include people, management, operations, financial, assets, transparency and accountability							

	Facilitated in the update, monitoring, and assessment of QMS	sent necessary data / file(s)	4	4	4	4	
	Assisted in the formulation of risk assessments, and action plans from process owners	Conduct of pre- & post-audit	4	4	4	4	
	Assisted in the conduct of internal, and post-audit activities, including the closing of status from the different process owners	Spearheads the internal audit together with IGAs	4	4	4	4	
	Facilitated in the preparation of documents for PQA application	sent / complied w/ the necessary data	4	4	4	4	
	Facilitated in the review and monitoring of COPC compliance of the two programs	called for meetings w/ the academics	4	4	4	4	
	Spearheaded in the compliance against ISA and SUC leveling criteria	complied the essential data	4	4	4	4	
<b>CORE FUNCTIONS (75%)</b>							
<b>Instruction 40%</b>							
	Distributed modules through print and online	modules or materials uploaded in LMS	4	4	4	4	
	Participated in the conduct of classroom observation	class observation evaluation	5	5	5	5	
	Submitted syllabus 10 days before the start of classes	Printed / non-printed syllabus	4	4	4	4	
	Submitted grade sheets 10 days after the final exam	printed grade sheets passed to the Department & Registrar	4	4	3	4	
<b>Research 5%</b>							
	Participated in 1 group research						ON - GOING
<b>Extension 5%</b>							
	Participated in 1 extension activity	served as a speaker in an activity	5	5	5	5	
<b>Administrative 25%</b>							
	Maintained a central oversight of key university documents relevant to quality assurance in the campus level	updated files in the QA office	4	4	4	4	
	Planned, implemented, and evaluated QA activities	Plan of activities & Activity Evaluation	4	4	4	4	
	Enacted a proactive role in the campus preparations for all QA related evaluation and audits	conducts/calls for meetings	4	4	4	4	



	Acted as liaison with the Campus Director, unit heads, faculty and administrative colleagues in the preparation and implementation of QA activities	Passed memos and notice of meetings and compliance	4	4	4	4	
<b>SUPPORT FUNCTION (10%)</b>							
<b>Strategic Objective # 7:</b> Establish a quality process program people, management, operations, financial, assets, transparency, and accountability.							
	Complied with the quality procedures in both academics and designated function	Passed <sup>relevant</sup> quality forms	4	4	4	4	
	Complied with the preparation of PQA documents	Attendance to meetings, <sup>passed files</sup> related to them	4	4	4	4	
	Cooperated in the preparation of academic documents needed by QS Star office before December 2022 end	Submitted files & data	4	4	4	4	
<b>Strategic Objective #10:</b> Implement the Strategic Management Performance System for equity and fairness in managing careers in SLSU.							
	Submitted IPCR as scheduled	Passed IPCR without erasures	4	4	3	4	
	Attended target-setting activity	Attendance to the activity	4	4	4	4	
<b>Strategic Objective #11:</b> Re-energize SLSU with its commitment to its re-affirmed core values.							
	Incorporated SLSU core values in the syllabus and modules	Reflected in the syllabus & modules	5	5	5	5	
	Attended seminar on SLSU core values	Attendance to university initiated seminars	5	5	5	5	
<b>Total Overall Rating</b>							
<b>Final Average Rating</b>			4.19				
<b>Comments and Recommendation for Development Purposes</b>							
Discussed with:	Date	Assessed by:	Date	Approved by:		Date	
KRIZIA G. GARINGALAO, MAEd Instructor	7/18/2022	I hereby certify that I discussed my assessment of the performance with employee  ELMEE JOY D. ORAIZ, RSW, MSSW Department Head	8/05/2021	ENGR. MARIA DULCE S. GONZALEZ, MAEd Dean		8/05/2022	

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