


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **GIEBERT G. OLAI**, of Southern Leyte State University - Tomas Oppus, 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**.

GIEBERT G. OLAI

Name & Signature of Ratee

Date: JUL 4, 2022

Reviewed by:	Date
 DENNIS T. HARBONITA <i>Immediate Supervisor</i>	

RATING SCALE	5- Outstanding
	4-Very Satisfactory
	3-Satisfactory
	2-Unsatisfactory

MFO/PAP	Success Indicators + Measures)	(Targets	Actual Accomplishments	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	

STRATEGIC PRIORITIES (30%)



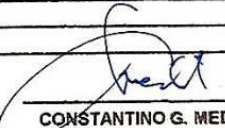
General Admin. & Support Services

Rendition of Supply & Property Management related functions	100% of requests for supplies, materials and equipment are recorded and released within the time frame	<u>276/276</u> requests for supplies, materials and equipment are recorded and released within three days from receipt of inspected delivery	4	4	4	4	4	4
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CORE FUNCTIONS (60%)

Documentation of released supplies, materials and equipment	100% of documents prepared (Stockcard, RIS, ICS, etc.) within the time frame	<u>922/922</u> of documents prepared (Stockcard, RIS, ICS, etc.) within three days upon receipt of inspected delivery	4	4	4	4	4	17 4.25
Preparation of Reports	Preparation and Submission of Monthly Report on Supplies and Materials Issued (RSMI) to Accounting Office on or before due date	<u>13/13</u> of Report on Supplies and Materials Issued (RSMI) submitted before the 5th day of the following month	✓	✓	✓	✓	✓	2.5
Rendition to Alumni Affairs and Academe-Industry Linkage	Close Coordination with the Alumni and the Industry for Programs and Projects that would contribute to the achievement of the University's Vision, Mission and Goals	<u>3/3</u> of strategized programs and projects were implemented	4	4	4	4	4	



MFO/PAP	Success Indicators + Measures)	(Targets	Actual Accomplishments	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
Submission of HR requirements	IPCR, PDS, SALN, DTR, COC, CTO and approved leave with complete supporting documents prepared and submitted to HRMO on or before the required date of submission	100% of documents submitted before deadline	4	4	4	4	8	
SUPPORT FUNCTION (10%)								
Rendition to BAC-related functions	Attended all BAC-related activities attended from start to finish	100% BAC-related activities attended from start to finish	5	5	5	5	20	9.33
Observance to university policies and memoranda	100% of meetings attended and activities participated from start up to the end	meetings/activities attended	4	4	5	4.33	8	0.4166
Total Rating								4.217
Adjectival Rating								VS
Discussed with:	Date	Reviewed by:	Date	Date				
 GIEBERT G. OLAIS Employee (Ratee)	July 4, 2022	 DENNIS T. NARBONITA Immediate Supervisor		 CONSTANTINO G. MEDILO, JR., Ph.D. Division Chief				

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