

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PEARL P. VISTAL** of the Department of Food Science and Technology 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 to June, 2023**.


PEARL P. VISTAL
 Ratee

Approved:


LYNETTE C. CIMAFRANCA
 Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advance and Higher Education Services									
	Number of Grade sheets Printed	Print gradesheet for Submission to Graduate School	10	15	5	5	5	5.00	
	Number of course syllabus printed and reformatted	Encode, typeset and Print course syllabus for submission	3	3	5	5	4	4.67	
	Number of Tables of Specifications, printed and submitted	Print Table of Specifications for submission	2	2	5	5	5	5.00	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline service	0% complaint from client served	Frontline services	0% complaint	0% complaint	5	5	5	5.00	
Student Services	Number of documents requested by students served	Prepared and facilitated documents for approval	50	40	5	5	4	4.67	Thesis Approval Sheets, Internal Clearance, University Clearance, etc.
Secretariat Works	Number of individual faculty workload prepared and submitted	Encode and submit faculty workload	20	10	4	5	5	4.67	2 nd Sem SY 2022-2023
	Number of actual faculty workload prepared and submitted	Encode and submit faculty workload	2	3	4	5	5	4.67	2 nd Sem SY 2022-2023

	Number of accomplishment reports encoded facilitated and submitted	Encoded and submits accomplishment reports for submission	10	12	5	5	4	4.67	Accomplishment reports submitted by Job Order
	Number of Student Completion of Grades facilitated and recorded	Facilitates, records, submits and files students' completion of grades	50	134	5	5	4	4.67	
	Number of Outgoing communications prepared	Encodes and prints outgoing communications	150	120	5	5	4	4.67	
	Number of Incoming and Outgoing documents documented & released thru HRIS	Documented Incoming and outgoing documents thru HRIS	600	840	4	4	4	4.00	
	Number of OPCR, IPCR, prepared, reproduced and submitted	Encodes, prepares, reproduces and submits IPCR and OPCR	20	12	5	5	4	4.67	OPCR Target, OPCR Accomplishments, IPCR Target, IPCR Accomplishments
	1. Job Requests Preparation	Prepares and Submits Job Requests to Concerned Units	25	15	5	5	4	4.67	
	2. Number of Standard government forms	Prepares and submits standard government forms	100	66	5	5	4	4.67	Monthly DTRs of Faculty & Staff
	3. Number of Purchase Requests, PPMPs prepared and submitted	Prepares and Submits PRs and PPMPs	30	15	5	5	4	4.67	General Fund, Laboratory share, Requested funds
	4. Number of Payrolls prepared	Prepare and submits Payrolls of JO	60	36	5	5	5	5.00	Monthly payroll of RA's
	5. Number of Financial documents prepared and submitted	Prepare and submits financial documents	15	10	5	5	4	4.67	Cash Advances, Travel Reimbursements, GF, TF, Research & Extension Funds

	7. Number of DFST documents consolidated/filed	Consolidates and files documents	100	65	5	5	4	4.67	
		Does task assigned as member of the committee	90%	80%	5	5	5	5.00	AACCUP (Area Member), FVC Working Comm.
	8. Serves as Department Document & Records Controller	Number of ISO Related workshop, training, & meeting attended	5	2	5	5	5	5.00	
		Number of Procedure Manual procured at ODQA	5	5	5	5	4	4.67	
		Number of ISO Audit attended as dDRC	2	1	5	5	5	5.00	
	Efficient and customer friendly frontline service	Customer assistance	90%	90%	5	5	5	5.00	
Total Over-all Rating								109.38	

Average Rating (Total Over-all rating divided by 4)	4.75
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.75
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Encourage to attend training on database management

Evaluated & Rated by:

LYNETTE D. CIMA FRANCA
Dept/Unit Head

Date: _____

Recommending Approval:

VICTOR E. ASIO
Dean/Director

Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President

Date: _____

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