

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, SHANEMIE CARELLE DAQUIO-PRADERA of the AGRICULTURAL TRAINING INSTITUTE-RTC III , Section of INFORMATION SERVICES,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 2022.**

SHANEMIE CARELLE DAQUIO-PRADERA, IO II

Name, Signature & Position

Date:

Reviewed by:

Aeron P. Bernaldez
AERON P. BERNUDEZ

Date

Approved by:

Elsa F. Victoria
ELSA F. VICTORIA

Date

Immediate Supervisor

Officer-in-Charge

STAGE 1: Performance Planning and Commitment

STAGE 3: Performance Review and Evaluation

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Unsatisfactory
- 1 Poor

Output	SUCCESS INDICATORS (Target + Measures)	Actual Accomplishment	Rating				Remarks
			Q	E	T	A	
CORE FUNCTIONS							
TOACR	Served as project officer in the conduct of School-on-the-Air on Organic Agriculture with 500 farmer pax in March-June 2022	Conducted TNA via phone interview to selected farmers per MLGU and developed the TNA summary using the ISO form. Prepared the Training Design for the activity in close collaboration with ATI-RTC 3 OA focal. Conducted several online coordination meetings with SOA OA coordinators and prepared minutes after every meeting. Identified and coordinated resource speakers for the radio program. Prepared google sheet for pax online database along with coordinators contact details. Coordinated with identified radio stations. Recorded all 16 episodes for broadcast and submitted to partner radio stations. Prepared pre and post test along with the quizzes for printing and distribution per LGU. Conducted online program launching.	4	3	5	4	
	Conduct of meetings and coordination, preparation broadcast materials, pre-test, quizzes, post test, monitoring and evaluation, conduct of program launching and graduation						
TOACR	Served as project officer during the conduct of four (4) batches of iAgriTV with 50 pax per batch within the first semester	Prepared activity design for the four batches of iAgriTV. Identified and prepared communication letters for the resource speakers for every iAgri TV topic from batch 1-7. Conducted dry-run with speakers. Prepared online forms for the activity (e.g. registration, overall eval and RP eval). Hosted the first two webinars specifically on Cacao Production and Processing and Stingless Beekeeping with 50 pax per batch. Submitted TMLIS on time for the activity.	5	3	5	4.33	12.33/5 = 4.11 (80) 3.258
TOACR	Served as project officer in the conduct of Infomation Caravan (Agritalk) with three webinars in May 2022 under the Corn Program with 350 pax	Prepared draft 1. of training design for the activity. Coordinated with corn focal for the identification of topics for the webinar.	4	3	5	4	
SUPPORT TASK							
Postings & Queries	Updated/posted five (5) events in the website and social media accounts every end of the month.	Posted and updated events in social media accounts of the center particularly events on SOA-OA and iAgriTV webinar series.	4	3	5	4	24.66/5
	100% Answered and monitored queries on social media within 1st semester 2022	Responded to page queries and redirected to concerned individuals and/or agencies that can better assist them regarding their concern	5	3	4	4	= 4.11 (80) 8.822

News Articles	Developed five (5) news articles within the 1st semester	Developed articles for the center namely: OA sa Kaalaman, OA sa Kabuhayan: SOA on OA Production to launch in Zambales; and IAgriTV features cacao prod'n, processing in its first episode this year.	5	3	4	4	
Internal Audit	Served as Internal Audit team during the conduct of one Internal Audit for ISO surveillance within the 1st semester	Already on official leave during the conduct of the Internal Quality Audit last April 2022 for the first semester due to delicate pregnancy. However, coordinated and assisted Team Leader prior to the audit.	4	3	5	4	
Minutes of the Meeting	Attended and participated section's meeting twice a month	Participated and attended all section meetings prior to official leave and prepared powerpoint presentation containing updates of activities handled during every meeting. Proper turnover of remaining activities to section chief for the smooth implementation of these activities held on March 2022 section meeting.	5	3	5	4.3333	
Vouchers	100% monitored the submission of vouchers with complete attachments within five (5) days upon the completion of the activity	Monitored vouchers of activities handled (SOA-OA and IAgri TV) with the assistance of the admin complete with attachments for faster transactions of payments	5	3	5	4.3333	
Total Rating	3.28 + 0.82						
Final Average Rating:	4.1						
Adjectival Rating:	VS						
Comments and Recommendation for Development Purposes							

Discussed with			Assessed by		Final Rating by:		
SHANEMIE CARELLE DAQUIO-PRADERA			I certify that I discussed my assessment of the performance with the employee		<div> <div></div> <div>ELSA F. VICTORIA</div> </div>		
	Ratee	Date	Supervisor		Date	Officer-in-Charge	Date

Legend Q= Quality E= Efficiency

T= Timeliness

A= Average