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 2024**.

Approved:

PEARL P. VISTAL
Ratee
July 30, 2024

LYNETTE C. CIMAFRANCA
Department Head
July 30, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	Remarks
Advance and Higher Education Services									
	Number of Registration Forms	Print Registration Forms of validated enrolment of MSFST students		6	5	5	4	4.67	2nd Sem SY 2023-2024 students
	Number of Grade sheets Printed	Print gradesheet for Submission to Graduate School	10	1	5	5	5	5.00	FTEC242
	Number of course syllabus printed and reformatted	Encode, typeset and Print course syllabus for submission	3						
	Number of Tables of Specifications, printed and submitted	Print Table of Specifications for submission	2	1	5	5	5	5	FTEC 296
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	90	5	5	5	5.00	Approval Sheets, (Outline and Manuscripts), Routing Slip, Research Transmittal, OJT Transmittal, Permit to use the facilities,

					Q	E	T		
									completion of grades, clearance
Secretariat Works	Number of individual faculty workload prepared and submitted	Encode and submit faculty workload	20	9	5	5	5	5.00	2nd Sem SY 2023-2024 EBCayetano, ICEmnace, LAGalvez, LCCimafranca, JBCerna, ICPMesias, JAMAbuto, LMValdevieso, RDLauzon
	Number of actual faculty workload prepared and submitted	Encode and submit faculty workload	2	1	5	5	5	5.00	2nd Sem SY 2023-2024
	Number of accomplishment reports facilitated and submitted	Encoded and submits accomplishment reports for submission	10	42	5	5	4	4.67	Monthly Accomplishments of the ff: LCCimafranca, KSedoripa, AVillafuerte, LEdaño,, CDawat, KUrbano, PRSison
	Number of Student Completion of Grades facilitated and recorded	Facilitates, records, submits and files students' completion of grades	50	69	5	5	5	5.00	
	Number of Outgoing communications prepared	Encodes, prints outgoing communications	150	109	5	5	4	4.67	
	Number of Incoming and Outgoing documents documented & released thru HRIS	Documented Incoming and outgoing documents thru HRIS	600	516	5	5	5	5.00	
	Number of OPCR, IPCR, prepared, reproduced and submitted	Encodes, prepares, reproduces and submits IPCR and OPCR	20	11	5	5	5	5.00	IPCR Targets of Faculty & Staff (Jan-Dec 2024) &

									OPCR Target (Jan-June 2024
	1. Job Requests Preparation	Prepares and Submits Job Requests to Concerned Units	25	13	5	5	4	4.67	
	2. Number of Standard government forms	Prepares and submits standard government forms	100	70	5	5	5	5.00	(10) DTRs, (10) SALN
	3. Number of Purchase Requests, PPMPs prepared and submitted	Prepares and Submits PRs and PPMPs	30	9	5	5	4	4.67	
	4. Number of Payrolls prepared	Prepare and submits Payrolls of JO	60	36	5	5	5	5	Sison, Edaño, Urbano, Sedoripa, Dawat, Villafuerte (Jan-June)
	5. Number of Financial documents prepared and submitted	Prepare and submits financial documents	15	23	5	5	4	4.67	Reimbursements of travel, Liquidation of travel of faculty, Cash Advance of faculty's travel
	7. Number of DFST documents consolidated/filed	Consolidates and files documents	100	230	5	5	4	4.67	
		Does task assigned as member of the committee	90%	90%	5	5	5	5.00	
	8. Serves as Department Document & Records Controller	Number of ISO Related workshop, training, & meeting attended	1	1	5	5	5	5.00	CAFS DDRC's meeting
		Number of ISO Audit attended as dDRC	2						
	Efficient and customer friendly frontline service	Customer assistance	90%	90%					
Total Over-all Rating								102.69	

Average Rating (Total Over-all rating divided by 4)	4.89
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Acquire skills on effective data management

Evaluated & Rated by:

LYNETTE C. CIMAFRANCA
Dept/Unit Head

Date: July 30, 2024

Recommending Approval:

OIC 7/30/2024

SUZETTE B. LINA
Dean/Director

Date: July 30, 2024

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: Aug. 1, 2024

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