## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, <u>JOEL N. SINAHON</u>, of the Office Procurement Office, of SLSU-Hinunangan Campus, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to June 2023</u>.

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Name and Signature Rank/Position: <u>Canvasser</u> Date:

Reviewed by: Approved by: **Immediate Head Next Higher Supervisor** 5 - Outstanding 4 - Very Satisfactory **RATING SCALE** 3 - Satisfactory 2 - Unsatisfactory 1 - Poor BREAKTHROUGH GOAL: SO4: Meet stakeholders' expectations and requirements Success Indicator Rating **Actual Accomplishments** Remarks  $Q^1$ Aª (Target + Measure) Strategic Objective **CORE FUNCTIONS (100%)** 





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A. Request for Quotation	Province and and a set Sept work in electrical policy and experience and in a province to work and in a primary and an energy work.		T	and and and sentential professions	1	The state of the s	
1. Local	100 % of the local request for quotation are completed 2 days after the date of PR.	Performed 100% of the local request for quotation 2 days after the date of PR.	4	4	3		
nother teach and anythe planter with anyther had anyther day and he spire of the order of the ored of the order of the order of the order of the order of the ord		128 purchase request or equivalent of 384 quotations were distributed to different suppliers.	4		1	3,67	6 purchase request or equivalent of 18 quotations were cancelled due to insufficient budget.
Outside Municipality     and Online	100% of the Outside Municipality and Online request for quotation are completed 7 days after the date of PR.	Performed 100% of the Outside Municipality and Online request for quotation are completed 7 days after the date of PR.  60 purchase request or equivalent of 190 quotations were distributed to different suppliers online.	4	4	4	4	9 purchase request or equivalent of 27 quotations were cancelled due to insufficient budget.
<ol> <li>Monitoring of Supplies.</li> <li>Conduct regular follow-up to winning bidders and/or suppliers to ensure fast delivery of purchased items.</li> </ol>	100% regular follow-up to winning bidders and/or suppliers to ensure fast delivery of purchased items.	Performed 100% regular follow-up to winning bidders and/or suppliers to ensure fast delivery of purchased items.	4	4	4	4	The second secon
		173 suppliers were contacted to ensure the fast delivery of purchased items.					
Ensures that delivered     items conforms with     specifications in     coordination with the     inspectorate team.	Ensures 100% that delivered items conforms with specifications in coordination with the inspectorate team	Ensured 100% that delivered items conformed with specifications in coordination with the inspectorate team.	4	4	3	3,67	
. Facilitated all office work for equired a job.	The state of the s	The second	er transfer and transfer and transfer	Chapter and Land Control of	to and the shall be planting a real mental.	MET TO SEE THAT PROPERTY AND THE ADDRESS.	
Performs other related functions     as maybe directed.	Performed 100% of other related functions as maybe directed.	Performed 100% of other related functions as maybe directed	4	4	3	3,67	





IOEL N. SINAHON EMPLOYEE		THE PERFORMANCE WITH THE EMPLOYEE  MARY D. ALMINE  IMMEDIATE HEAD	and the second s		Miller of Change (Saint Breugh) New york year		NOELS, BUGAIS IIGHER SUPERVISOR	
DISCUSSED WITH:	DATE	ASSESSED B:	DATE		APPROV	ED/FINA	L RATING BY	DATE
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2. Final Average Rating	and principle and had better and and another facts and best buffering season and best and a first and a first and any angle of const		PEN MICHAEL NEW CHARLES THE BARRIES	The red to the late of the late of the	***************************************	210 1	and considerance arrive production of the contraction of the contracti	
Total Overall Rating	and handware and an early and and programmer and an early an experience and an early and an early and provide and and an early and an early and and an early an early and an early an early an early an early and an early an early an early and an early an early an early an early an early and an early and early an early an early an early an early an early an early and early an early and early an early an early an early an early and early an early an early and early an early an early and early an early and early an early and early an early an early and			-	THE REST NAME OF THE PARTY OF	3,67	D. J. S	error and and added and added and added
100% of the University's activities attended and actively participated from start to finish.	100% of the University's activities attend and actively participate from start to finish.	100% attended the University activities and actively participated.	4	4	3	347		matili matili na asti n
attended and actively participated from start to finish.	punctually attend and actively participate from start to finish.	100 % attended the meetings and actively participated.	4	4	3	3,67		
and Memoranda  100% of meetings were punctually	100% of meetings were	100 Bt attended the	SHIP AND SHIP SHIP SHIP SHIP SHIP SHIP SHIP SHIP			and and the second second second		
SUPPORT FUNCTIONS (10%)  A.'- Observance of Internal Policies			ant speciment and an extraori	The state of the s	Champion of Champion Champion (many five and the	and part work hard to account home		



