

APR 30 2024

a.

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **CHRISTIAN P. MILITANTE** of the **Teaching and Learning Resource Center, UP Tacloban College**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **February 1, 2024 to June 30, 2024**.

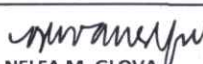
Scale for

Outstanding	130% and above	5
Very Satisfactory	115% - 129%	4
Satisfactory	100% - 114%	3
Unsatisfactory	51% - 99%	2
Poor	Below 50%	1

CHRISTIAN P. MILITANTE

Ratee

Date: _____

b. Reviewed by:	Date	c. Approved by:	Date
 NELFA M. GLOVA		PATRICIA B. ARINTO	
Immediate Supervisor		Head of Office	

Function Name (d)	Key Performance Indicator (e)	Accomplishments (f)	% Distribution (g)	Rating				Ave. Score (l = g x k)	Remarks (m)
				¹ Q (h)	² E (i)	³ T (j)	⁴ A (k = ave of h, i, j)		



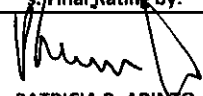
Strategic Functions N/A

Core Functions

Ensure balance between excellence and equity	KPI: Adequacy of student support services Measure: Percentage of students who requested and availed of TLRC services (computer/internet access, printing, photocopying) Target: 100%; promptly assisted within 10 minutes upon their arrival	100% promptly assisted within 5 minutes upon their arrival	40%	4	4	3	3.67	1.47	
Streamline University systems and processes	KPI: Efficiency of administrative system Measure: Percentage of faculty and administrative staff entertained/assisted with their printing needs, discussion room reservation, and other concerns Target: 100%; promptly entertained/assisted; within 5 minutes upon their arrival	100% promptly entertained/assisted within 5 minutes upon their arrival	20%	4	4	3	3.67	0.73	

Support Functions

Strengthen academic programs	KPI: Quality of academic programs: learning environment Measure: Percentage of TLRC activities for teaching and learning enhancement program assisted during its implementation Target: 100% efficiently assisted within the scheduled implementation	100% efficiently assisted within the scheduled implementation	10%	3	4	4	3.67	0.37	
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Streamline University systems and processes	KPI: Efficiency and productivity improvement Measure: Percentage of documents/reports requested by the TLRC Coordinator successfully done on time Target: 100%; successfully prepared and done on time	100% of requested documents/reports successfully done on time	10%	4	3	4	3.67	0.37								
Streamline University systems and processes	KPI: Efficiency of administrative system Measure: Percentage of student accountability thoroughly checked and cleared within a specified amount of time Target: 100%; thoroughly checked and cleared; 5 minutes upon receipt of proof of payment	100% thoroughly checked and cleared; 5 minutes upon receipt of proof of payment	10%	4	3	3	3.33	0.33								
Streamline University systems and processes	KPI: Efficiency and productivity improvement Measure: Efficiency of coordination with other offices in relation to office activities and demands Target: 100% of communications and other documents requested by other units and offices are efficiently coordinated and transmitted	100% of communications and other documents are efficiently coordinated and transmitted	5%	4	3	4	3.67	0.18								
Streamline University systems and processes	KPI: Efficiency of administrative system Measure: All office facility and equipment thoroughly checked to ensure cleanliness and functionality Target: 100%; thoroughly checked everyday	100% thoroughly checked everyday	5%	4	3	4	3.67	0.18								
n. Total			100%													
o. Final Rating Legend for Final Rating	Adjectival	Very Satisfactory	Numerical				4.00									
	Adjectival Rating	Numerical Rating	Adjectival Rating		Numerical Rating											
	Outstanding	5.00	Unsatisfactory		2.00 - 2.99											
	Very Satisfactory	4.00 - 4.99	Poor		1.00 - 1.99											
	Satisfactory	3.00 - 3.99														
p. Comments and Recommendations for Development Purposes																
q. Discussed with		Date	r. Assessed by:		Date	s. Final Rating by:		Date								
 CHRISTIAN P. MILITANTE Name and Signature of Employee		01/28/2025	I certify that I discussed my assessment of the performance with the employee  NELFA M. GLOVA Supervisor		01/28/2025	 PATRICIA B. ARINTO Head of Office		01/28/2025								

Legend:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

**University of the Philippines
TACLOBAN COLLEGE**

UP TACLOBAN COLLEGE
HUMAN RESOURCE DEVELOPMENT OFFICE

RECEIVED

By: R. G. Arinto
Date: July 2024

UP SPMS Form 1
Rev. 2021

a.

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **CHRISTIAN P. MILITANTE** of the **Teaching and Learning Resource Center, UP Tacloban College**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1, 2024** to **December 31, 2024**.

Scale for

Outstanding	130% and above	5
Very Satisfactory	115% - 129%	4
Satisfactory	100% - 114%	3
Unsatisfactory	51% - 99%	2
Poor	Below 50%	1

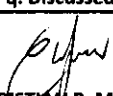

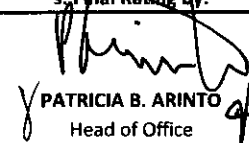
CHRISTIAN P. MILITANTE

Ratee

Date: _____

b. Reviewed by:	Date	c. Approved by:	Date
NELFA M. GLOVA		PATRICIA B. ARINTO	
Immediate Supervisor		Head of Office	

Function Name (d)	Key Performance Indicator (e)	Accomplishments (f)	% Distribution (g)	Rating				Ave. Score (l = g x k)	Remarks (m)
				¹ Q (h)	² E (i)	³ T (j)	⁴ A (k = ave of h, i, j)		
Strategic Functions N/A									
Core/Support Functions									
Ensure balance between excellence and equity	KPI: Adequacy of student support services Measure: Number of students who requested and availed of TLRC services (computer/internet access, printing, photocopying) Target: 300; promptly assisted within 10 minutes upon their arrival	100% promptly assisted within 5 minutes upon their arrival	40%	5	3	4	4.0	1.6	
Streamline University systems and processes	KPI: Efficiency of administrative system Measure: Percentage of Faculty and Administrative Staff entertained/assisted Target: 90%; promptly entertained/assisted; within 5 minutes upon their arrival	100% promptly entertained/assisted within 3 minutes upon their arrival	5%	4	4	5	4.3	0.2	
Streamline University systems and processes	KPI: Efficiency and productivity improvement Measure: Percentage of functions (core, support, strategic) successfully done Target: 100%; successfully done on time in the preparation of documents/reports requested by the TLRC Coordinator and other offices	100% done on time	15%	4	4	5	4.3	0.7	

Streamline University systems and processes	KPI: Efficiency and productivity improvement Measure: Percentage of functions (core, support, strategic) successfully done Target: 100% of tasks assigned in the conduct of TLRC activities successfully done on time	100% of tasks assigned in the conduct of TLRC activities successfully done on time	10%	4	5	4	4.3	0.4						
Streamline University systems and processes	KPI: Efficiency and productivity improvement Measure: Percentage of functions (core, support, strategic) successfully done Target: 100% of communications and other documents successfully transmitted on time	100% of communications and other documents successfully transmitted on time	10%	4	4	5	4.3	0.4						
Streamline University systems and processes	KPI: Efficiency of administrative system Measure: All office facility and equipment thoroughly checked to ensure cleanliness and functionality Target: 90%; thoroughly checked everyday	100% thoroughly checked everyday	10%	4	3	4	3.7	0.4						
Streamline University systems and processes	KPI: Efficiency of administrative system Measure: Efficiency of coordination with other offices in relation to office activities Target: 90%; efficiently coordinated	100% efficiently coordinated	10%	4	4	4	4.0	0.4						
n. Total			100%											
o. Final Rating Legend for Final Rating	Adjectival	Very Satisfactory	Numerical						4.10					
	Adjectival Rating	Numerical Rating	Adjectival Rating		Numerical Rating									
	Outstanding	5.00	Unsatisfactory		2.00 - 2.99									
	Very Satisfactory	4.00 - 4.99	Poor		1.00 - 1.99									
	Satisfactory	3.00 - 3.99												
p. Comments and Recommendations for Development Purposes														
q. Discussed with		Date	r. Assessed by:		Date	s. Final Rating by:		Date						
 CHRISTIAN P. MILITANTE Name and Signature of Employee		1/28/2025	I certify that I discussed my assessment of the performance with the employee  NELFA M. GLOVA Supervisor		1/28/2025	 PATRICIA B. ARINTO Head of Office		1/30/2025						

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