

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Lilia P. Vega of the Quality Assurance Center commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January 2024 to June 2024.

MARIA LILIA P. VEGA

Ratee

Date: 7-23-24

JOEL REY U. ACOB

Head of Unit

7/23/24

MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2024	Actual Accomplishments		Rating				Remarks
				Actual	%	C	S	I	A	
UMFO 5	Support to Operations									
	QAC PI 2. ISO:9001-2015 Certified	Number of ISO /AACUP/IA Minutes documented, transcribed and submitted	2	10	500	5	5	5	5	
	QAC PI 4. Administrative Service									
		Number of OP Memo drafted	5	5	100	4.8	4.9	4.8	4.8	
		Number of Notice of Meeting drafted	5	5	100	4.8	4.8	4.8	4.8	
		Number of AACUP Job order personnel supervised	3	5	166.67	5	5	5	5	
		Number of Communications, Letter Request, Group chats created and related	5	45	840	5	5	5	5	
		Number of online accreditation related trainings/workshops/coordination meetings organized/facilitated/attended	10	26	260	5	5	5	5	
		Number of programs from Component Colleges assisted	3	4	133.33	4.9	4.8	4.8	4.8	
		Number of	5	13	260	5	5	5	5	

	meetings/seminars participated								
	Number of accreditation related coordination to AACCU/ AGF	10	400	4000	5	5	5	5	
	Number of programs to monitor for compliance of the Mandatory requirements for AACCU Level I to IV, and other accreditation	10	20	200	5	5	5	5	
	QAC PI 5. Support to Operations								
	Number of Google drives for supporting documents monitored and updated	8	18	225	5	5	5	5	
	Efficient and customer-friendly frontline service	Zero complaint from clients	No complaint received	No complaint received	4.8	4.8	4.8	4.8	
Total Overall Rating									59.2
Average Rating									4.93
Adjectival Rating									Outstanding

Average Rating (Total Over-all rating divided by 4)	4.93
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

She is supportive at all times any quality assurance related activities. She can deliver output at schedule. She is innovative and very articulate in her workplace. Works overtime without complaining to beat deadlines. Keep up the good work.

Evaluated & Rated by:

Recommending Approval:

Approved by:

Joel Rey U. ACOB
JOEL REY U. ACOB
 Director, Quality Assurance
 Date: 7/23/24

Joel Rey U. ACOB
JOEL REY U. ACOB
 Director, Quality Assurance
 Date: 7/23/24

Prose Ivy Guasa Yepes
PROSE IVY GUASA YEPES
 VSU President
 Date: 9/6/24



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

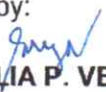
Name of Administrative Staff: MARIA LILIA P. VEGA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.95

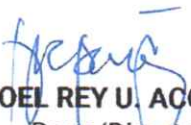
FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA LILIA P. VEGA
Name of Staff

Reviewed by:

JOEL REY U. ACOB
Department/Office Head

Recommending Approval:

JOEL REY U. ACOB
Dean/Director

Approved:

PROSE IVY G. YEPES
President

