

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

(NON-TEACHING)

I, REGINE S. PLEÑOS (ADMINISTRATIVE AIDE 1) of the CITY COLLEGE OF ORMOC commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to April 2024.

Approved:

MARICEL R. NGO, MCS, MBA

Signature of Rater  
Date: 5/23/24

REGINE S. PLEÑOS

Signature of Ratee  
Date: 5/23/24

MFO / Program / Activities / Projects	Success Indicators (SI)	Tasks Assigned	Actual Accomplishment (January-April 2024)	Rating				Remarks	Actual Accomplishment (July – December 2024)					Remarks
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative functions/ Admission Tasks	Consolidate 100% online enrollment of prospective students	To consolidate list of students who apply thru online google form for incoming first year students A.Y. 2024-2025	Made list of applicants based on the google form weekly.	4	4	5	4.3							
	Inform 100% prospective students regarding submission of documents	Email or text blast prospective students based on the responses of google form	Emailed and text blasted students based on the responses on the google form	4	4	5	4.3							
	Processed 100% prospective students' application	Receive and review incoming application and verify application documents	Received and reviewed folders with the student's application forms and requirements	4	4	4	4							
	Answer 100% students' inquiries regarding admission	Answers to inquiries from prospective students regarding the admissions process, requirements, deadlines, and offered program.	Answers and respond 100% to the queries of the students and parents regarding the admission and list of passers	3	4	5	4							
	Keep updated data of enrolled and dropped students of CCO	Update the statistical data of enrolled and dropped students.	Coordinated with the Registrar for the data and keep it on the Google drive for easy access.	4	4	4	4							
	Prepare for the CCO-College Admission Test	Makes the necessary preparations for the CCO-CAT	Creates the list of applicants and their room assignments, works with the ACLC staff to arrange for the usage of the designated room and assigned as Secretariat during the exam, etc.	4	4	5	4.3							

Others	Assist BPA's Program Head with the RRPA's Document	Prepares necessary documents for RRPA of BPA Program	Consolidate and filed necessary documents for RRPA of BPA Program	5.5	4	4	3.8						
	100%- Attendance in Flag Ceremony	To attend the flag raising and retreat ceremony every Monday and Friday	100% Attendance in Flag Ceremony in either in CCO or in City Hall	4	4	5	4.3						
Total Over-all Rating													
Average Rating (total over-all Rating Divided by 2)													
Final Rating									4.4				
Adjectival Rating									VERY SATISFACTORY				


Rater's Comments and Recommendation for Development purposes, rewards/promotions:


Ratee:


Reviewed:

Approved:

January-June 2024

  
**REGINE S. PLEÑOS**  
 Signature of Ratee  
 Date: 5/23/24

  
**MARICEL R. NGO, MCS, MBA**  
 Signature of Rater  
 Date: 5/23/24

  
**MA. VICTORIA LYRA P. DELA CERNA**  
 OIC - President  
 Date: \_\_\_\_\_

July-December 2024

**REGINE S. PLEÑOS**  
 Signature of Ratee  
 Date: \_\_\_\_\_

**MARICEL R. NGO, MCS, MBA**  
 Signature of Rater  
 Date: \_\_\_\_\_

**MA. VICTORIA LYRA P. DELA CERNA**  
 OIC - President  
 Date: \_\_\_\_\_