

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSANA B. MINOZA, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to the deliver and agree to be rated on the following accomplishments in with the indicated measures for the period January - June 2024.

SUSANA B. MINOZA

Administrative Aide-VI

Date: 6/28/24

Approved:

MARK RYAN R. TRIPOLE

Head, DoPAC

Date: 7/2/2024

GLENN G. PAJARES

Dean, CAS

Date: 7/4/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
UMFO 3 . RESEARCH SERVICES										
	PI 2: Number of research outputs completed within the year *	A 16: Number of research outputs completed within the year *	Assist in the conduct and completion of research project within the year	1	1	5	5	5	5.00	Assisted in the submission of REI monitoring forms related to the project ECH14.1420.15
UMFO 4. EXTENSION SERVICES										
	PI 3: Number of extension programs and projects	A 34: Number of extension programs and projects	Conduct extension prgrams and/or projects		1	5	5	5	5.00	Assisted in the Extension activities in BuCor
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									

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						Quality	Efficiency	Timeliness	Average	
	PI 7: Number of trainings, seminars, and conferences attended	A 50: Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)		6	5	5	5	5.00	National and Institutional
		International								
		National			2	5	5	5	5.00	1) Records Counter Disaster Preparedness and Business Continuity (RCDPBC), May 13-17, 2024; 2) Fundamentals of Internal Quality Audit, Feb. 19-20, 2024
		Regional/Institutional			4	5	5	5	5.00	1) Chemical Waste Management and Safety in the Chemical Laboratory, February 23, 2024; 2) Financial Transactions Forum, March 20, 2024; 3) Sparkling Spaces: Mastering the Art of Houseskeeping, March 26, 2024, VSU; 4) Gender Sensitivity Training, April 12, 2024, VSU;
OVPI MFO 3. Registration Services										
OVPI MFO 4. Curricular Program Management Services										
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 1: Number of departments/institutes/offices supervised	A 65: Number of departments/institutes/offices supervised	Acts as head of office		1	5	5	5	5.00	University Document and Records Controller Office

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						Quality	Efficiency	Timeliness	Average	
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings		2	5	5	5	5.00	Conducted 2 Meetings with the Core dDRCs
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted/attended/ facilitated	Committee member	1	6	5	5	5	5.00	CDRCC (2), Core dDRCs (2), PQA (2).
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents and facilitate processing of documents	16	200	5	5	5	5.00	Signs & facilitated processing of administrative and financial as well as ISO-related documents
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests		10	5	5	5	5.00	Approves request to access ISO QMS portal and Google forms drive; and requests uncontrolled copy of ISO Quality procedures
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	5						
	PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	50%	100%	5	5	5	5.00	Prepares IFW and facilitate submission before the deadline
	PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	100%	100%	5	5	5	5.00	Prepares ATL and facilitate submission before the deadline
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	10%	100%	5	5	5	5.00	Submitted DTR as required


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						Quality	Efficiency	Timeliness	Average	
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)		1	4	5	5	5.00	Forwarded Customer Feedback Report to Office Head for inclusion in the department meeting
	PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Follow-up implementation and monitoring of action plans as scheduled	1%	100%	5	5	5	5.00	Followed-up implementation of Action Plans and conducted Monitoring of OTPs during departmental meeting
	PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Follow-up submission of monthly accomplishment report		100%	5	5	5	5.00	Followed up submission of monthly accomplishment report of DoPAC JO and office head
	PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Follow-up requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation		50%	4	5	4	4.33	Followed-up requests together with laboratory in-charge
	PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)	Monitor budget utilization	10%						
	PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)	Monitor budget utilization	10%						
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	11	5	5	5	5.00	DoPAC meeting (5); QAC Meeting (2); CAS Meeting (1); MR (1), Core dDRC meeting (2)
		A 81. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							

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		A 82. Number of Document Review conducted	Presides document review of document and records control-related PMs & GL		2	5	5	5	5.00	Conducted 2 document review
		A 82. Number of Document Registered related to ISO implementation	Facilitates document registration		127	5	5	5	5.00	(10)PM-LIB-1-10; (3)PM-REI-01,04,05; (5)PM-HRM-07,09,10,11,12; (2)PM-SDS-01&02; (1)PM-SSG-01; (2)PM-ISP-01&02; (1)PM-REC-03; (1)PM-GSO-01; (1)GL-GSO-01; (1)GL-QAC-12; (100)Forms approx
Total Over-all Rating									99.33	


Average Rating	4.95
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.95
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purposes


Evaluated & Rated by:


MARK RYAN R. TRIPOLE
 Head, DpPAC
 Date: 7/2/2024

Recommending Approval:


GLENN G. PAJARES
 Dean, CAS
 Date: 7/4/2024

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: 7/25/2024