

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHAIRA B. MANAPSAL, Agricultural Technician I, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period September to December 2023.

SHAIRA B. MANAPSAL

RATEE

DATE

1/24/2024

Approved:

TEOFANES A. PATINDOL

DIRECTOR, ITEEM

DATE

1/24/2024

DENNIS P. PEQUE

DEAN, CFES

DATE

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
MFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Percent compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	0% non-conformity	100% compliant	5	5	5	5	
		On program and institutional accreditations	Prepares required documents and complies with all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4	

Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
					Q	E	T	A	
GENERAL ADMIN. & SUPPORT SERVICES (GASS)									
PI 2. Customer-friendly frontline services	Zero percent complaints from clients served	Entertains clients and stakeholders and ensure that their concerns are acted upon on time	100% compliant	100% compliant	5	5	5	5	Courteously entertained clients, especially students, giving the utmost service to address their concerns immediately
		Provides support services and assistance in the operation of the administrative function of the Institute, and performs other related tasks as may be assigned from time to time	1	1	4	4	4	4	As an administrative staff (Agn Tech I)
PI 5. Attendance to monthly and emergency meetings	Number of monthly/ special faculty & staff meetings conducted/ attended*	Actively participates in the institute's monthly and emergency meeting	2	3	5	5	5	5	Also serves as the Secretariat of the Institute
PI 6: Number of activities conducted/ organized, and/or actions performed as committee members/ chairpersons in support to the attainment of the university's mission	Number of activities conducted/organized, and/or actions performed	Attended activities as Alumni Communicator of the Institute	-	1	4	4	4	4	Attended the Orientation and Reorientation Meeting with VSU Alumni Communicators A Y 2023-2024
PI 9. Number of documents prepared, reviewed, acted upon and processed:	Number of memoranda, notices, and communications prepared, reviewed, and acted	Prepared notice of meetings and other communications	2	5	5	5	5	5	As the Secretariat of the Institute
	Number of documents for travel of personnel prepared and acted	Prepared travel documents of personnel	-	5	4	4	4	4	

evaluated & rated by:


TEOFANES A. PATINDOL

DIRECTOR, ITEEM

1/25/2024

DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

FEB 13, 2024

DATE

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