

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Tiffany P. Baguio of the Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December, 2024.

Tiffany P. Baguio  
Ratee

Approved:

Santiago T. Peña Jr.  
Head of Unit

MFO and PAPA	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Research Administration Services	100% of administrative documents approved/acted within one day from receipt	Receives/ records appointments of J.Os project/study leaders, travel orders, leave applications, DTRs, leave status, clearances, reimbursements/liquidation of cash advances/PRs, RIS, vouchers, OICship and official communications	65	160	5	5	5	5	
		Prepares appointment of Job Orders; payrolls, vouchers, RIS, PRs, PIRs, Trip tickets, POs, Abstract of Quotations, Travel documents, OICship, Application for Leave, Liquidation, Inspection Report, Canvass Papers, etc	70	160	5	5	5	5	
		Encodes and print official communications.	100	200	5	5	5	5	
		Help delivers office communications/papers to concerned	40	80	4.5	5	5	4.5	

		offices/dept./centers/individuals.							
		Facilitates preparation for accommodation of meals/snacks of visitors specially during meetings.	50	110	5	5	5	5	
Efficient and customer friendly frontline service	Zero percent complaint from client served	Officers of the hours	Officers of the hours.	Officers of the hours.	4.5	4.5	5	4.5	
New Initiative	Percentage of VICARP Support Services	Maintains webpage of VICARP, send out communication to Member Agencies, posted updates of activities at VICARP Facebook page.	100	200	5	5	5	5	
Total Over-all Rating								4.85	

Average Rating (Total Over-all rating divided by 4)	
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.85
ADJECTIVAL RATING	OUTSTANDING

**Comments & Recommendations for Development Purpose:**

*Very Outstanding*

Evaluated & Rated by:

Recommending Approval:

Approved by:

SANTIAGO T. PEÑA JR.  
Dept./Unit Head

Date: 11/29/25

SANTIAGO T. PEÑA JR.  
Deputy Director

Date: 11/20/25

SANTIAGO T. PEÑA JR.  
Vice President, R E & I

Date: 11/29/25

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