

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANICETA M. LUMACAD, Administrative Assistant II of Alumni and Community Relations Office commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January-June, 2022 (Accomplishment).

Approved:

Aniceta M. Lumacad
ANICETA M. LUMACAD
Administrative Assistant II
Date: July 7, 2022

Elsie E. Salamat
ELSIE E. SALAMAT
ACRO Head
Date: _____

MFO No.	Description of MFOs/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported)
						Quality	Efficiency	Timeliness	Average	
ACRO MFO 1. Organizational Strengthening Services										
		No complaint from clients	Alumni Frontline Services	100%	100%	5	5	5	5.00	
		Percent clearance issued to graduating students as requested	Clearance issuance to graduating students as requested	90%	100%	5	5	5	5.00	
		Percent documents processed & filed as needed	Drafting, Communications and documents for processing and filing	100%	100%	5	5	5	5.00	
		Number of meetings documented	Documents events including minutes of meeting transcribed minutes of meetings (ACRO, Alumni Communicators and Scholar's Meeting)	12	9	4	5	5	4.67	
		Number of DTR's signed	Signed DTR of J.Os & SA	24	15	4	5	5	4.67	
		Number of PPMP prepared	Prepare online PPMP	2	*	*	*	*	*	

		Number of inventories done	Inventory of office supplies	1	1	4	5	5	4.67	
ACRO MFO 2. Administrative Function										
		Number of Staff Supervised	Supervised upkeep of Balay Alumni Lobby & Surrounding	2	1	4	5	5	4.67	
		Percent Tracer forms Encoded	Supervised Database Encoding	1	1	4	5	5	4.67	
		Percent ID Printed by SA as scheduled	Supervised ID Printing	500	162	4	5	5	4.67	
		Number of ID released as requested	Records ID released as requested	100%	100%	5	5	5	5.00	
		Percent deposit slips for alumni membership and ID ID's received & recorded	Record of VSUAAI membership and ID payments slip paid	100%	100%	5	5	5	5.00	
		Percent of documents filed	Filing of Documents	100%	100%	5	5	5	5.00	
		Number of PR's and vouchers prepared	Preparation of PR's and voucher	24	15	4	5	5	4.67	

Total Over-all Rating									62.69	
Average Rating									4.82	
Adjectival Rating										

Note: * - No Balance for 2022 online PPMP, Not yet schedule for 2023 online PPMP

Evaluated and Rated by:


ELSIE E. SALAMANT
 ACRO Head

Approved by:

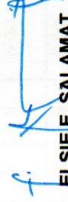

DILBERTO O. FERRAREN
 VP, PRGAS

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANICETA M. LUMACAD, Administrative Officer II of Graduate School accomplished the following targets in accordance with the indicated measures for the period July 1, 2022 to December 31, 2022.


ANICETA M. LUMACAD
 Administrative Officer II
 Date: December 29, 2022

Approved: 
ELSIE E. SALAMAT
 ACRO Head
 Date: December 29, 2022

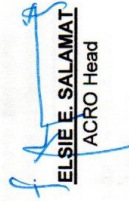
MFO No.	Description of MFO's/IPAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with)
						Quality	Efficiency	Timeliness	Average	
ACRO MFO 1. Organizational Strengthening Services										
		No complaint from clients	Alumni Frontline Services	100%	100%	5	5	5	5.00	
		Percent clearance issued to graduating students as requested	Clearance issuance to graduating students as requested	90%	100%	5	5	5	5.00	
		Percent documents processed & filed as needed	Drafting, Communications and documents for processing and filing	100%	100%	5	5	5	5.00	
		Number of meetings documented	Documents events including minutes of meeting transcribed minutes of meetings (ACRO, Alumni Communicators and Scholar's Meeting)	6	10	5	5	5	5.00	
		Number of DTR's signed	Scholar's Meeting)	12	16	5	5	5	5.00	
		Number of PPMP	Prepare online PPMP	1	1	5	5	5	5.00	
		Number of inventories done	Inventory of office supplies	1	1	5	5	5	5.00	

ACRO MFO 2. Administrative Function										
		Number of Staff Supervised	Supervised upkeep of Balay Alumni Lobby & Surrounding	1		1		5	5	5.00
		Percent Tracer forms Encoded	Supervised Database Encoding	1		1		5	5	5.00
		Percent ID Printed by SA as scheduled	Supervised ID Printing	500		1010		5	5	5.00
		Number of ID released as requested	Records ID released as requested	100%		100%		5	5	5.00
		Percent deposit slips for alumni membership and ID's received & recorded	Record of VSUAAI membership and ID payments slip paid	100%		100%		5	5	5.00
		Percent of documents filed	Filing of Documents	100%		100%		5	5	5.00
		Number of PR's and vouchers prepared	Preparation of PR's and voucher	12		13		5	5	5.00
	Additional Output:	Draft/prepare and attend ACRO related activities	Annual Reports; Objectives, Targets and Programs (OTP)			2		5	4	4.33
		Assist the Graduate School related activities	Attended Meetings thru online and Face to Face			6		5	5	5.00
		Assist the VSUAAI Board Secretary Dr. Anabella B. Tulin in the preparation of reports and other related activities	Checked the CHED payment to Balay Alumni for the year 2020, 2021 & 2022 at the Cash Division, Accounting & Finance			100%		5	5	5.00
			Facilitate communications to VSUAAI BOD Members thru Email, Call & Texts, FB Messenger and sending hard copies of related documents			100%		5	5	5.00
			Facilitate food reservation for VSUAAI BOD Meetings and Christmas Party.			100%		5	5	5.00

			Prepare power point presentation for VSUAAI Accomplishment Report 2022		100%	5	5	5	5	5.00	
			Attend/assist VSUAAI Board Of Directors Meeting (Dec. 17, 2022)		100%	5	5	5	5	5.00	
Total Over-all Rating										104.33	

Average Rating	104.33/21	4.97
Additional Points:		
Punctuality		
Approved Additional points		
ADJECTIVAL RATING		Outstanding

Evaluated and Rated by:


ELSIE E. SALAMMAT
 ACRO Head

Approved by:


DILBERTO O. FERRAREN
 VP, PRGAS