

Visayas State University

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

J. JESSE C. TULIN from the Department of Development Communication, committed to deliver and agreed to be rated on the

JESSE C. TULIN

APPROVED:

CHRISTINA A. GABRILLO

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING	REMARKS
MFO No.						Quality Efficiency Timeliness Average	
OVPI MFO 6: General Administration and Support Services							

6	General Admin. & Support Services (GASS)	Prepared letter requests, vouchers, itinerary of travel, travel orders, purchase requests, purchase orders, Requisition Issue Slip, ARE, Appointment, Application for Leave, Inspection Report, Waste Material Report, payrolls, CSR, DTR, ORS, BURS, BIR forms, Abstract of Quotation, RIS, JO, OIC Designation, Project Procurement Management Plan (PPMP) etc.	Clerical services	500	995	5.0	4.0	4.0	4.3	
		Compiled memos, documents and folders in the computer/hard copies for each faculty	Filing/arranging/compiling services	30.00	50.00	5.0	4.0	4.0	4.3	
		<u>PI 4.</u> Zero percent complaint from clients served	Good rapport to clients	0.00	0.00	5.0	5.0	5.0	5.0	100% no complaint
									4.6	
Involvement in Teaching Support Services										
	Preparation of Teaching	Actual Teaching Load		1.00	2.00	5.0	5.0	4.0	4.7	
	Load Assignment and	Projected Faculty Workload		5.00	7.00	5.0	5.0	4.0	4.7	
	Faculty Workload	Individual Faculty Workload		5.00	7.00	5.0	5.0	4.0	4.7	
	Other Functions	Emergency Purchase of supplies		15.00	20.00	5.0	5.0	5.0	5.0	
		Controls & monitors Departments budget allocation		1.00	3.00	4.0	4.0	4.0	4.0	

		Prepared and compute QCE			2.00		5.00	4.0	4.0	4.0	4.0	
		Total Over-all Rating										
		Adjectival Rating								4.508		
										OUTSTANDING		

Average Rating (Total Over-all rating	
Additional points:	
Punctuality	
Approved additional points	
FINAL RATING	4.50
ADJECTIVAL RATING	OUTSTANDING

Received by:

Calibrated by:

Recommending Approval:

Approved:

PPFG
Date: _____


VICTOR B. ASIO
Chairman, PMT
Date: _____


BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date: _____


EDGARDO E. TULIN
President
Date: _____