

Visayas State University
DEPARTMENT OF DEVELOPMENT COMMUNICATION
COLLEGE OF AGRICULTURE AND FOOD SCIENCE
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, JESSE C. TULIN, a support staff of the Department of Development Communication, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of JANUARY TO JUNE 2019.


JESSE C. TULIN

Ratee

APPROVED:


CHRISTINA A. GABRILLO


Head of Unit

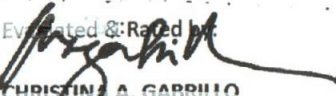
	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING				REMARKS
MFO No.						Quality	Efficiency	Timeliness	Average	
OVPI MFO 6: General Administration and Support Services										
6	General Admin. & Support Services (GASS)	Prepared letter requests, vouchers, itinerary of travel, 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	1,200	5.0	5.0	4.0	4.7	
		Compiled memos, documents and folders in the computer/hard copies for each faculty	CLERICAL SERVICES	100.00	300.00	5.0	5.0	4.0	4.7	


		PI 4. Zero percent complaint from clients served	GOOD RATED AS FRONT DESK OFFICER OF DDC	0.00	0.00	5.0	5.0	5.0	5.0	100% no complaint


Involvement in Teaching Support Services

	TEACHING LOAD/WORK LOAD	CLERICAL SERVICES		5.00	10.00	5.0	5.0	5.0	5.0	
	OTHER FUNCTIONS	PETTY CASH PURCHASES		3.00	5.00	5.0	5.0	5.0	5.0	
		DDC BUDGET MONITORING			3.00	5.0	5.0	5.0	5.0	
		QCE/IPCR		5.00	10.00	5.0	5.0	4.0	4.7	
						34.00				
Total Over-all Rating						4.86				
Adjectival Rating						OUTSTANDING				

Average Rating (Total Over-all rating)		34.00	Comments and Recommendations for Development Purpose 
Additional points:			
Punctuality			
Approved additional points			
FINAL RATING		4.86	
ADJECTIVAL RATING		OUTSTANDING	


 Evaluated & Rated by:
CHRISTINA A. GABRILLO
 Dept./Unit Head
 Date: _____

Recommending Approval:

VICTOR B. ASIO
 Dean, CAFS
 Date: _____

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