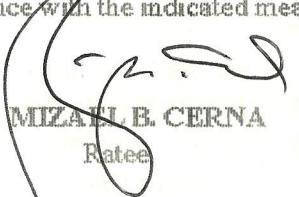



Individual Performance Commitment and Review Form (IPCR)

I, **MIZAEL B. CERNA**, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of targets in accordance with the indicated measures for the period January to June 2015.


MIZAEL B. CERNA
 Ratee

Approved:


MARIA AURORA T. W. TABADA
 Director, ISRDS

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
A. Administrative Support	No. of visual materials, streamers, backdrops and posters prepared	Prepared visual materials, streamers, backdrops and posters	20						
		Designed /laidout logo for ISRDS and CME	1						
		Designed/ laidout ISRDS display/ exhibits	1						
		Bound instructional materials, research and extension reports,etc.	15						
		Lettering of names on certificates & documents	10						
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint						

OTHERS

Teaching Performance Evaluation	No. of evaluations conducted and results submitted to OVPI per semester/section.	Conducted teaching performance evaluation	15
Messengerial services	No. of documents delivered and facilitated	delivered documents	100
Total Over-all Rating			
Average Rating			
Adjectival Rating			

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Received by:	Calibrated by:	Recommending Approval:	Approved by:
Planning Officer	PMT	Vice President	President

Date _____ Date _____ Date _____ Date _____

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