


### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELSIE E. SALAMAT, of the DEPARTMENT OF PEST MANAGEMENT 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 2018 to June 2018.

  
ELSIE E. SALAMAT  
 Ratee

Approved:

  
JESUSITO L. LIM  
 Head of Unit

MFO/PAP's	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Advanced and Higher Education Services	- Full Time Equivalent (FTE)	Teaches assigned courses	10	19.2	5	4	5	5.0	
	- Number of Graduates w/in the provided period								
	- Baccalaureate	As thesis adviser	1	3	5	5	5	5.0	
		As student research committee member/chairman	2	6	5	5	5	5.0	
	- Number of instructional materials revised and utilized	PPrt 22 lab manual Ex. 6 modified	1	1	5	4	5	4.67	
	- Approved outline submitted w/n presented period	As student research committee Member	1	6	5	5	5	5.0	
	- Number of student research	BS Adviser	1	3	5	5	5	5.0	
	- Number of student related activities assisted	Interviews by students Scholarship applicants screening	1	4	5	5	5	5.0	
	- Number of conferences for attended	Participant	1	1	5	4	5	4.67	
	Total Over-all Rating							39.34 / 8 = 4.92	

Average Rating (Total Over-all rating divided by 4)		4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

*Should be -  
not welcome  
to student*

Evaluated & Rated By:

  
JESUSITO L. LIM  
HEAD DPM

Date: \_\_\_\_\_

Recommending Approval:

  
VICTOR B. ASIO  
DEAN CAFS

Date: \_\_\_\_\_

Approved by:

  
BEATRIZ S. BELONIAS  
VP-Instruction

Date: \_\_\_\_\_

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

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Ratee

Approved:

JESUSITO L. LIM

Head of Unit

[illegible]

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

*Should make  
research  
proposals*

Evaluated & Rated By:

  
JESUSITO L. LIM  
HEAD DPM

Date: \_\_\_\_\_

Recommending Approval:

  
VICTOR B. ASIO  
DEAN CAFS

Date: \_\_\_\_\_

Approved by:

  
OTHELLO B. CAPUNO  
VP-Research & Extension

Date: \_\_\_\_\_

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

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

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ELSIE E. SALAMAT

Ratee

Approved:

JESUSITO L. LIM

Head of Unit

	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Extension Services	No. of clients who consulted w/pest problem	Subject Matter Specialist	1	1	5	4	5	4.67	
	No. of pest specimens & diagnosed and given pest management recommendations	Subject Matter Specialist	1	1	5	4	5	4.67	
	No. of persons trained for mushroom production	Trained	6	15	5	5	5	5.0	
Total Over-all Rating								14.34 / 3 = 4.78	

Average Rating (Total Over-all rating divided by 4)		4.78
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

*Should get involved more in training of staff members.*

Evaluated & Rated By:

*[Signature]*  
JESUS TO L. LIM  
HEAD DPM

Date: \_\_\_\_\_

Recommending Approval:

*[Signature]*  
VICTOR B. ASIO  
DEAN CAFS

Date: \_\_\_\_\_

Approved by:

*[Signature]*  
OTHELLO B. CAPUNO  
VP-Research & Extension

Date: \_\_\_\_\_

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

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ELSIE E. SALAMAT  
Ratee

Approved:

**JESUSITO L. LIM**  
Head of Unit

	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative Function									
	No. of staff supervised & monitored	Head, ACRO	3	3	5	4	5	4.67	
	No. of management meetings attended	Head, ACRO	6	9	5	4	5	4.67	
	No. of documents evaluated & approved	Head, ACRO	18	20	5	4	5	4.67	
Total Over-all Rating								4.67 / 3 = 4.67	

Average Rating (Total Over-all rating divided by 4)		4.67
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

*OK*

Evaluated & Rated By:

  
JESUSITO L. LIM  
HEAD DPM

Date: \_\_\_\_\_

Recommending Approval:

  
VICTOR B. ASIO  
DEAN CAFS

Date: \_\_\_\_\_

Approved by:

  
REMBERTO A. PATINDOL  
VP-Admin. & Finance

Date: \_\_\_\_\_

- 1 – Quality
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- 4 – Average



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Elsie E. Salamat

Performance Rating: Outstanding

Aim: be more welcoming to students; make research proposal; get involve in training in mushroom production

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Encouraged to be more welcoming to students, make research proposal

Result: \_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: Became more approachable to students, started making proposals & got involved in mushroom training

Prepared by:

  
**JESUSITO L. LIM**  
Unit Head

Conforme:

ELSIE E. SALAMAT  
Name of Ratee Faculty/Staff

10/1/71

EMPLOYEE PERFORMANCE EVALUATION

Name of Employee: John J. Sullivan  
Performance Rating: Outstanding

During the past year, the employee has shown excellent performance in all areas of his job. He has consistently met or exceeded expectations and has been a valuable asset to the organization.

His major accomplishments have been:

1. Improved production

2. Reduced costs

3. Developed new products  
4. Improved customer service  
5. Increased sales

6. Improved quality

7. Improved efficiency

8. Improved morale

9. Improved communication

10. Improved teamwork

11. Improved leadership

12. Improved problem-solving  
13. Improved decision-making  
14. Improved planning  
15. Improved organization

John J. Sullivan  
10/1/71

10/1/71

John J. Sullivan  
10/1/71