Individual Performance Commitment and Review Form (IPCR)

I, GENEROSO L. VEQUIZO, of the INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES 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 to June 2015.

GEVEROSCIL VEQUIZO

Approved:

MARIA AURORA T. W. TABADA Director, ISRDS

MFOs/PAPs	Success Indicators	Tasked Assigned		Accomplishment	e ² T	3 A ⁴	Remarks
Administrative Support Services Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% ne complaint				
Driving Services	Number of passengers delivered/ conducted safely ontime	conducted & fetched staff and visitors	120				
Maintenance of vehicle	Number of times vehicle maintained/cleaned	maintained and cleaned vehicle	60				
Others Maintenance of ISRDS front lawn	Number of times lawn maintained/ cleaned	maintained and deaned lawn	10				

Messenger	-	a	CHARLOW
CONTRACTORS			

Number of documents delivered and facilitated

delivered documents 20

Total Over-all Rating Average Rating Adjectival Rating

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Recommending Approval:

Approved by:

Planning Officer PMT

Vice President

President

Date

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Date

1 - quality

2 - Efficiency

3 - Timeliness

4 - Average