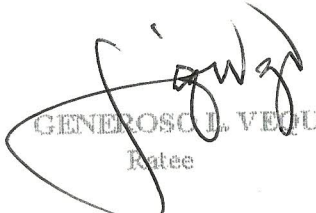



Individual Performance Commitment and Review Form (IPCR)

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.


 GENEROSO L. VEQUIZO
 Ratee

Approved:


 MARIA AURORA T. W. TABADA
 Director, ISRDS

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% no 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 cleaned lawn	10						

Messengerial
services

Number of
documents
delivered and
facilitated

delivered
documents

20

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