

a. INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)									
I, Juan Dela Cruz of the _____ Office, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>Jan 01, 2016</u> to <u>June 30 2016</u> .									
QET Rating Scale									
Poor	(50% and below)	1							
Unsatisfactory	(51%-99%)	2							
Satisfactory	(100%-114%)	3							
Very Satisfactory	(115%-129%)	4							
Outstanding	(130% and above)	5							
b. Reviewed by:			Date	c. Approved By:					Date
Irene A. Sale									
Immediate Supervisor			Head of Office						
Function Name (b)	Success Indicator Targets (T) + Measures (M) (c)	Actual Accomplishments (f)	% Distribution (g)	Rating			Ave (l=g x	Remarks (m)	
				Q1 (h)	E T (i) (j)	A4 (k = ave of h,i,j)			
Strategic Functions:									
Core Functions:									
Support Functions:									
Support to Operations	Complied with Citizen's Charter Provisions T: With at least 3 revisions within 30 min./cert. M: Effectiveness in processing of CSC Performance Rating Certification and Performance Rating Certification within 30 min./cert.		5						
Support to Operations	Complied with Citizen's Charter Provisions T: With at least 3 revisions within 1 hr./doc. M: Effectiveness in performing additional functions assigned by the supervisor or other University authorities within 1 hr./document upon receipt.		5						
Support to Operations	Complied with Citizen's Charter Provisions T: 70% accurate checking within 15 min. per employee. M: Effectiveness in checking of PER of employees for SAGAD, rankings and promotion and PER of casual employees for renewal of appointment within 15 min. per employee.		5						
Support to Operations	Complied with Citizen's Charter Provisions T: 70% completed w/ at least 3 errors within the first week of every M: Effectiveness in updating of records and issuing of reminders of UPLB staff on study leave, special detail, sabbatical and secondment w/ at least 3 errors within the first week of every first month of every quarter.		5						
Support to Operations	Complied with Citizen's Charter Provisions T: Assisted in at least 2 in-house seminars/trainings/workshops and M: Effectiveness in assisting in-house seminars/trainings/workshops & SPMS seminars/trainings/workshops.		5						
Support to Operations	Complied with Citizen's Charter Provisions T: Task completed on the deadline M: Effectiveness in updating of incoming assignments in the worklist in HRIS on the deadline.		3						
Linkage with Government regulatory agencies	Complied with other requirements & regulations T: 70% completed task of IPCR Targets and Ratings with 3 errors within six(6) months upon receipt. M: Percentage in encoding, checking, evaluating and releasing of submitted IPCR Targets and Ratings of UPLB Administrative Personnel (including casual) within six(6) months upon receipt.		45						

Linkage with Government regulatory agencies	Complied with other requirements & regulations T: 100% accurate submitted 1 CSC report due every last week of M: Percentage of submission of IPCR Performance Rating Report of UPLB Administrative Personnel to Civil Service Commission and UPLB Accounting Office due every last week of March.		20					
Support to Operations	Complied with Citizen's Charter Provisions T: 70% completed task within the scheduled deadline/meeting M: Effectiveness as support staff of UPLB PMT and UPLB Citizen's Charter/ARTA Compliance Team in generating reports/additional requirements within the scheduled deadline/meeting.		7					

o. Final Average Rating: _____ Adjectival Rating: _____

p. Comments and Recommendations for Development Purposes (please use UP SPMS Form No. 5 for Staff Development Plans)

q. Discussed with	Date	r. Assessed by:	Date	s. Final Rating by:	Date
		I certify that I discussed my assessment of the performance with the employee			
Name and Signature of Employee		Supervisor		Head of Office	

Overall Rating Scale

NUM	4.51-5.00	3.51-4.50	2.51-	1.51-2.50	.51-1.50
ADJ	O	VS	S	U	P

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average