

(a)

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, _____ of the _____ commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____ to _____

Rating Scale

Outstanding	4.51-5.00	5
Very Satisfactory	3.51-4.50	4
Satisfactory	2.51-3.50	3
Unsatisfactory	1.51-2.50	2
Poor	0.51-1.50	1

Date: _____ Ratee

b. Reviewed by:	Date	c. Approved by:	Date
Immediate Supervisor		Head of Office	

Major Final Output (d)	Success Indicator (Targets+Measures) (e)	Actual Accomplishments (f)	% Distribution (g)	Rating				Ave. Score (l = g x k)	Remarks (m)
				Q ¹ (h)	E ² (i)	T ³ (j)	A ⁴ (k = ave of h, i, j)		
Strategic Functions:							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
Core Functions:							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
Support Functions:							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
							0.000	0.000	
TOTAL			0.00%				0.000	0.000	
o. Final Average Rating									#N/A

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

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

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