



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
 Dipolog Campus, Dipolog City
OFFICE OF THE REGISTRAR
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)



Registration No. 55Q13206

VICTORIA B. CAÑONEO
 Registrar Designate

I, VICTORIA B. CAÑONEO of the Office of the Registrar of Jose Rizal Memorial State University, Dipolog Campus
 (office/college) (campus)

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2015 to December, 2015.

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

VICTORIA B. CAÑONEO
 Ratee
 Date: _____

Reviewed by: _____ <u>FELIPE A. PIALAGO Ed. D</u> College Dean/Head of Unit/Section	Date: _____	Approved by: _____ <u>NENFA R. TAUB Ed. D</u> Campus Administrator	Date: _____
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Output	Success Indicator (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
Strategy Priority							
CONDUCTS ORIENTATION TO ALL NEW STUDENTS AND TRANSFEREES	1 week after adding and dropping of subjects						
ISSUANCE OF REQUESTED ACADEMIC RECORDS	15 min upon receipt from the evaluator Whole year round upon presentation of complete requirements for release of students records.						
FINALIZATION OF STATISTICAL DATA (Enrolment, drop outs, etc)	1 week after adding and dropping of subjects						
PREPARATION OF CURRICULAR OFFERINGS, FACULTY LOADING, ROOM UTILIZATION EVERY SEMESTER	3 days before the start of enrolment of every semester						

FINALIZATION OF PPMP	3 rd week of October upon submission of section In-charge needs						
REVIEWS LIST OF GRADUATING STUDENTS BEFORE GRADUATION	Duration of 2 months after adding and dropping of subjects						
FINALIZATION OF LIST OF GRADUATES TO BE SWORNED	15 days after graduation						
Support Functions:							
Submission of CHED,DBM Reports Encode and transmit final report to CHED, DBM	August 15 after gathering all data						
Finalization of schedule of classes,faculty loading	3 days before the start of enrolment in every semester						
Encodes and finalizes the printing of faculty loading and room utilization	1 month before the start of classes						
Evaluates subjects and credits earned in other schools	20 min. upon presentation of transcript of records/ evaluation copy sign by the previous registrar						
Signs Transcript of Records Final Average Rating	15 min upon receipt from the evaluator						
Comments and Recommendations for Development Purposes							

Discussed with		Assessed by:		Final Rating by:	Date
	Date	I certify that I discussed my assessment of the performance with the employee	Date		
Employee		College Dean/Head of Unit/Section		Campus Administrator	

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



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

RYAN M. RICONALLA
 Encoder/Job Order-Clerk

I, RYAN M. RICONALLA of the Office of the Registrar of Jose Rizal Memorial State University, Dipolog Campus
 (Office/college) (campus)

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2015 to December, 2015.

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

RYAN M. RICONALLA
 Ratee
 Date: _____

Reviewed by: <i>[Signature]</i> VICTORIA B. CANONEO College Dean/Head of Unit/Section		Date	Approved by: <i>[Signature]</i> NENFA R. TAUB Ed. D Campus Administrator		Date	
Output	Success Indicator (Targets + Measures)	Actual Accomplishments	Rating			Remarks
			Q	E	T	A
Strategy Priority						
Encodes personal data, data on course subject codes for all students and graduates	5 min for newstudents under normal situation 15 min for oldstudents under normal					

	situation						
Checks, verifies and signs prepared Transcript of Records and Certificates	30 min upon receipt from the encoder						
Assists in the preparation of reports	August 15 upon gathering all data						
Encodes, generates final printing of report of ratings submitted by the faculty concerned	2 weeks after final examination and upon review of the faculty concerned						
Generates final printout of Transcript of Records for graduates and draft for graduating students Prepares Diploma and certificates Prepares data on students enrolled units per semester/ summer Prepares list of candidates for graduation, list of students with honors and their corresponding statistical data	2 min for 2 nd copy 30 min for draft TOR and upon meeting all requirements for release of credentials 5 min per student upon meeting all requirements 1 month after adding of subjects November 15 upon submission of their application for graduation/ honors						
Prepares student's grades for mailing	5 min per student upon meeting all requirements						
Signs Transcript of Records	5 min upon receipt of complete requirements						
Final Average Rating							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by: I certify that I discussed my assessment of the performance with the employee	Date	Final Rating by:	Date		
Employee		College Dean/Head of Unit/Section		Campus Administrator			

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



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

MARIA LIZA G. CAGBABANUA
 Records In charge/ Job Order-Clerk

I, MA LIZA G. CAGBABANUA of the Office of the Registrar of Jose Rizal Memorial State University, Dipolog Campus
 (Office/college) (campus)

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2015 to December, 2015.

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

MARIA LIZA G. CAGBABANUA
 Ratee
 Date: _____

Reviewed by: <i>Victoria B. Canoneo</i>	Date	Approved by: <i>Nenfa R. Taub</i>	Date
VICTORIA B. CANONEO College Dean/Head of Unit/Section		NENFA R. TAUB Ed. D. Campus Administrator	

Output	Success Indicator (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
Strategy Priority							
Prepares individual student records(worksheet of consolidated grades, permanent record evaluation record for COC	Duration of 3months after filing,sorting and arrangement of students records in every semester						
Post grades and updates students records	Duration of 3months after filing,sorting and arrangement of students records in every semester						
Evaluates subjects and credits earned in	20 min upon presentation of transcript of						

[illegible]

Comments and Recommendations for Development Purposes

Discussed with		Assessed by:		Final Rating by:	Date
	Date	I certify that I discussed my assessment of the performance with the employee	Date		
Employee		College Dean/Head of Unit/Section		Campus Administrator	

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

Evaluator 2 of 2



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

EMMA D. ELOPRE
 Records In charge/ Job Order-Clerk

I, EMMA D. ELOPRE of the Office of the Registrar of Jose Rizal Memorial State University, Dipolog Campus
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commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2015 to December, 2015.

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

Emma D. Elope
EMMA D. ELOPRE
 Ratee
 Date: _____

Reviewed by: <i>V. B. Cañoneo</i>	Date	Approved by: <i>Nenfa R. Taub Ed. D</i>	Date
VICTORIA B. CAÑONEO College Dean/Head of Unit/Section		NENFA R. TAUB Ed. D Campus Administrator	

Output	Success Indicator (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
Strategy Priority							
Prepares individual student records (worksheet of consolidated grades, permanent record evaluation record for CED)	Duration of 3months after filing, sorting and arrangement of students records in every semester						
Post grades and updates students records	Duration of 3months after filing, sorting and arrangement of students records in every semester						
Evaluates subjects and credits earned in	20 min upon presentation of transcript of						

other schools	records/evaluation copy sign by the previous registrar								
Informs the student/Dean of course deficiency	First Semester-November 15(Non-Graduating Students) Second Semester-April 15(Non-Graduating Students) For Graduating Students-November 15								
Prepares list of candidates for graduation, list of students with honors and their corresponding statistical data	November 15 upon submission of their application for graduation/ honors								
Prepares statistical data for drop-outs, shifters and transferees	First Semester-November 15 Second Semester-April 15								
Request for Form 137/OTR	Duration of 3 months after filing, sorting and arrangement of students records in every semester								
Support Functions:									
Accommodates, receives, process and releases request of transcript of record, certification, transfer credentials and other academic records Encodes correction of grades and completion of grades as requested by the concerned faculty and approved by the Registrar Prepares list of statistics (enrolment, transferees/assessment fees) of individual students Encodes and updates students grades per semester	30 min upon receipt of complete requirements 5 min upon meeting the required procedure 1 week after adding and dropping of subjects/ 1 month after the scheduled adding and Dropping of subjects 20 min per course and upon review of the faculty.								
Final Average Rating									

Comments and Recommendations for Development Purposes

Discussed with		Assessed by:		Final Rating by:	Date
	Date	I certify that I discussed my assessment of the performance with the employee	Date		
Employee		College Dean/Head of Unit/Section		Campus Administrator	

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

Evaluator 2 of 2



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

JIFTHY V. VELASCO
 Records in charge/ Job Order-Clerk

I, JIFTHY V. VELASCO of the Office of the Registrar of Jose Rizal Memorial State University, Dipolog Campus
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commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2015 to December, 2015.

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

Jifthy V. Velasco
 Rated
 Date: _____

Reviewed by: <i>Victoria B. Canoneo</i>	Date	Approved by: <i>Nenfa R. Taub Ed. D</i>	Date
VICTORIA B. CANONEO College Dean/Head of Unit/Section		NENFA R. TAUB Ed. D Campus Administrator	

Output	Success Indicator (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
Strategy Priority							
Prepares individual student records(worksheet of consolidated grades, permanent record evaluation record for CAS)	Duration of 3months after filing,sorting and arrangement of students records in every semester						
Post grades and updates students records	Duration of 3months after filing,sorting and arrangement of students records in every semester						
Evaluates subjects and credits earned in	20 min upon presentation of transcript of						

other schools	records/evaluation copy sign by the previous registrar						
Informs the student/Dean of course deficiency	First Semester-November 15(Non-Graduating Students) Second Semester-April 15(Non-Graduating Students) For Graduating Students-November 15						
Prepares list of candidates for graduation, list of students with honors and their corresponding statistical data	November 15 upon submission of their application for graduation/ honors						
Prepares statistical data for drop-outs, shifters and transferees	First Semester-November 15 Second Semester-April 15						
Request for Form 137/OTR	Duration of 3 months after filing, sorting and arrangement of students records in every semester						
Support Functions:							
Assists in the preparation of reports	August 15 upon gathering all data						
Encodes correction of grades and completion of grades as requested by the concerned faculty and approved by the Registrar	5 min upon meeting the required procedure						
Prepares list of statistics (enrolment, transferees/assessment fees) of individual students	1 week after adding and dropping of subjects/ 1 month after the scheduled adding and dropping of subjects						
Encodes and updates students grades per Semester	20 min per course and upon review of the faculty.						
Final Average Rating							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by:	Date	Final Rating by:	Date		
		I certify that I discussed my assessment of the performance with the employee					
Employee		College Dean/Head of Unit/Section		Campus Administrator			

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



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

JIRALYN A. CABALLERO
 Records In charge/ Job Order-Clerk

I, JIRALYN A. CABALLERO of the Office of the Registrar of Jose Rizal Memorial State University, Dipolog Campus
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commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2015 to December, 2015.

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

Jiralyne A. Caballero
JIRALYN A. CABALLERO
 Ratee
 Date: _____

Reviewed by: <i>Victoria B. Canoneo</i> VICTORIA B. CANONEO College Dean/Head of Unit/Section	Date	Approved by: <i>Nenfa R. Taub</i> NENFA R. TAUB, Ed. D Campus Administrator	Date
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Output	Success Indicator (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
Strategy Priority							
Prepares individual student records (worksheet of consolidated grades, permanent record evaluation record for CET)	Duration of 3 months after filing, sorting and arrangement of students records in every semester						
Post grades and updates students records	Duration of 3 months after filing, sorting and arrangement of students records in every semester						
Evaluates subjects and credits earned in	20 min upon presentation of transcript of						

other schools	records/evaluation copy sign by the previous registrar								
Informs the student/Dean of course deficiency	First Semester-November 15(Non-Graduating Students) Second Semester-April 15(Non-Graduating Students) For Graduating Students-November 15								
Prepares list of candidates for graduation, list of students with honors and their corresponding statistical data	November 15 upon submission of their application for graduation/ honors								
Prepares statistical data for drop-outs, shifters and transferees	First Semester-November 15 Second Semester-April 15								
Request for Form 137/OTR	Duration of 3 months after filing, sorting and arrangement of students records in every semester								
Support Functions:									
Prepares enrolment list Encodes correction of grades and completion of grades as requested by the concerned faculty and approved by the Registrar Prepares list of statistics (enrolment, transferees/assessment fees) of individual students Encodes and updates students grades per semester	1 month after enrolment under normal operation 5 min upon meeting the required procedure 1 week after adding and dropping of subjects/ 1 month after the scheduled adding and Dropping of subjects 20 min per course and upon review of the faculty.								
Final Average Rating									

Comments and Recommendations for Development Purpose

Discussed with	Date	Assessed by:	Date	Final Rating by:	Date
		I certify that I discussed my assessment of the performance with the employee			
Employee		College Dean/Head of Unit/Section		Campus Administrator	
Legend: 1 – Quantity	2 – Efficiency	3 – Timeliness	4 – Average		



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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

CHEREY ANN D. INTIC
 Clerk- Job Order

I, CHEREY ANN D. INTIC of the Office of the Registrar of Jose Rizal Memorial State University, Dipolog Campus
 (Office/college) (campus)

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2015 to December, 2015.

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

CHEREY ANN D. INTIC
 Ratee
 Date: _____

Reviewed by: <i>Victoria B. Canoneo</i>	Date	Approved by: <i>Nenfa R. Taub</i>	Date
VICTORIA B. CANONEO College Dean/Head of Unit/Section		NENFA R. TAUB Ed. D. Campus Administrator	

Output	Success Indicator (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
Strategy Priority							
Accommodates, receives, process and releases request of transcript of record, certification, transfer credentials and other academic records	30 min upon receipt of complete requirements						
Arranges and files credentials of new students before they are turned over to Inc-charged of records	1 week after post registration under normal operation						
Sort, arrange students file	1 week after post registration						

Discussed with		Assessed by:		Final Rating by:	Date
	Date	I certify that I discussed my assessment of the performance with the employee	Date		
Employee		College Dean/Head of Unit/Section		Campus Administrator	

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

Evaluator 2 of 2