

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Dipolog Campus, Dipolog City



Registration No. 55Q13206

OFFICE OF THE REGISTRAR INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

VICTORIA B. CAÑONEO **Registrar Designate**

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

	Outstanding	5
Ve	ry Satisfactory	4
	Satisfactory	3
U	nsatisfactory	2
	Poor	1

Reviewed by:	Date	Approved by: Fant	Date	2.
FELIPE A. PIALAGO Ed. D		NENFA R. TAUB Ed. D		
College Dean/Head of Unit/Section		Campus Administrator		

Output	Success Indicator	Actual Accomplishments		Rat	ting		Remarks
· 1885年 1885年 1886年 18864 18864 18864 18864 18864 18864 18864 18864 188	(Targets + Measures)		Q'	E	T	A ⁺	
Strategy Priority					Ĭ		
CONDUCTS ORIENTATION TO ALL	1 week after adding and dropping of						
NEW STUDENTS AND TRANSFEREES	subjects						
	15 min upon receipt from the evaluator						£ '
ACADEMIC RECORDS	Whole year round upon presentation of						
	complete requirements for release of					.	
	students records.					*	
FINALIZATION OF STATISTICAL DATA	1 week after adding and dropping of		\top				
(Enrolment, drop outs, etc)	subjects						
PREPARATION OF CURRICULAR	3 days before the start of enrolment of every						
OFFERINGS, FACULTY LOADING, ROOM	semester						
UTILIZATION EVERY SEMESTER					5		

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					
Support Functions:					
Submission of CHED, DBM Reports Encode and transmit final report to CHED, DBM	August 15 after gathering all data				, A
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 Evaluates subjects and credits earned in other schools	1 month before the start of classes 20 min. upon presentation of transcript of records/ evaluation copy sign by the previous registrar			4	
Signs Transcript of Records Final Average Rating	15 min upon receipt from the evaluator				
Comments and Recommendations for Deve	lopment Purposes				

Discussed with		Assessed by:		Final Rating by:	Date
	Date	I certify that I discussed my assessment of the performance with the employee	Date		2-
Employee		College Dean/Head of Unit/Section		Campus Administrator	4

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 R	tizal Memorial State University, Dipolog Campus	
(Office/college)	(campus)	
commit to deliver and agree to be rated on the attainment of the fol	lowing targets in accordance with the indicated measures for	the perio
anuary 2015 to December, 2015.	/	

Outstanding	5	1 1 1/1.
Very Satisfactory	4	RVAN M PICONALIA
Satisfactory	3	1. WISO LALEDI
Unsatisfactory	2	Ratee
Poor	1	Date:

				1					
Reviewed by: plan new		Date	Approved by:	Jan			8	Da	ate
VICTORIA B. CAÑONE		F.	4:	NENFA R. TAUB E	<u>d. D</u>				
College Dean/Head of Unit/Section	DT			Campus Administ	rator				
Output		Success Indicator		Actual Accomplishments		Rating			Remarks
Output		ts + Measures)			Q'	E [*]	T° .	Α ⁴	
Strategy Priority		8					•		
Encodes personal data, data on course subject codes for all students	5 min for new	students under	normal						
and graduates	situation 15 min for old	dstudents under	normal						

	Section And Control of				
	situation				
hecks, verifies and signs prepared ranscript of Records and Certificates	30 min upon receipt from the encoder				
Assists in the preparation of reports	August 15 upon gathering all data			·	
ncodes, generates final printing of report	2 weeks after final examination and upon				
f ratings submitted by the faculty	review of the faculty concerned				
oncerned					
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, ist 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 5 min upon receipt of complete		1	1 1 1	
Signs Transcript of Records	requirements			- E	
Signs Transcript of Records	requirements			=	
Final Average Rating					
-Illai Average Rating					2
Comments and Recommendations for De	velopment Purposes				
Comments and Recommendations for Be	Volophione: u.pesse				
	20				
				- N	
			- ID 1	to a bon	Date
Discussed with	Assessed by:		Final Rat	ing by:	Date
Da		ne Date		8	
	performance with the employee				
			0	Administrator	
Employee	College Dean/Head of Unit/Section		Campus	Administrator	

Legend: 1 – Quantity 2 – Efficiency

3 – Timeliness

4 – Average

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OFFICE OF THE REGISTRAR



Registration No. 55Q13206

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)

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

		1.1	
Reviewed by: poorage	Date	Approved by:	Date
VICTORIA B. CAÑONEO		NENFA R. TAUB Ed. D.	
College Dean/Head of Unit/Section		Campus Administrator	

Output	Success Indicator	Actual Accomplishments		Ra	ting		Remarks
	(Targets + Measures)		Q'	E	T	Α ⁴	
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						

	to the time and the provinces		T			
other schools	records/evaluation copy sign by the previous					
	registrar First Semester-November 15(Non-					
Informs the student/Dean of course	The competer resident					
deficiency	Graduating Students)					
W.	Second Semester-April 15(Non-Graduating					
7	Students)					
	For Graduating Students-November 15					
Prepares list of candidates for graduation,	November 15 upon submission of their					
list of students with honors and their	application for graduation/ honors					
corresponding statistical data	*			-		
Prepares statistical data for drop-	First Semester-November 15					
outs, shifters and transferees	Second Semester-April 15					
Request for Form 137/OTR	Duration of 3 months after filing, sorting and					
	arrangement of students records in every	- 1		N.		
*	semester	 				
Observation and signs propored	30 min upon receipt from the encoder				-	
Checks, verifies and signs prepared Transcript of Records and Certificates	30 milit aport receipt from the encoder					
Transcript of Necolds and Certificates						
	4	1,0			100	
					- 1	
Support Functions:						
Assists in the preparation of reports	August 30 upon submission of campus					
	Registrars report					
Accommodates, receives, process and	30 min upon receipt of complete requirements					
releases request of transcript of record,	oo miii apon roosipi oi asinpisa i q					
certification, transfer credentials and other		-				
academic records						
Encodes correction of grades and	5 min upon meeting the required procedure					
completion of grades as requested by the						
concerned faculty and approved by the						
Registrar	4 to -the and discounting of subjects/			8		
Prepares list of statistics (enrolment,	1 week after adding and dropping of subjects/ 1 month after the scheduled adding and					
transferees/assessment fees) of individual	Dropping of subjects					
students Encodes and updates students grades per						1
semester	20 min per course and upon review of the faculty.					
Signs Transcript of Records	15 min upon receipt from the evaluator					
Checks, verifies draft of Transcript of	25 min per student upon receipt of the draft from					
Checks, verilles diail of franscript of						

Final Average Rating

Comments and Recomm	endations for Develo	pment 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 (Office/college) (campus)

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

Culo	1894A	D.	ELOPRE
	Ratee	9	
Date:			

Reviewed by: Warner	Date	Approved by:	Date
VICTORIA B. CAÑONEO		NENFA R. TAUB Ed. D	
College Dean/Head of Unit/Section		Campus Administrator	

Output	Success Indicator	Actual Accomplishments		Rat	ting		Remarks
	(Targets + Measures)		Q'	E	T	A ⁴	
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	8					*
Evaluates subjects and credits earned in	20 min upon presentation of transcript of						

other schools	records/evaluation copy sign by the previous registrar					N.
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		*			
				e*		*
Support Functions:			9			
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	30 min upon receipt of complete requirements 5 min upon meeting the required procedure					
Prepares list of statistics (enrolment, transferees/assessment fees) of individual students Encodes and updates students grades per semester	week after adding and dropping of subjects/ month after the scheduled adding and Dropping of subjects min per course and upon review of the facult	v			6	SE 7

Final Average Rating

Comments and Recomm	endations for Develop	oment 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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Registration No. 55Q13206

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

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

I, <u>JIFTHY V. VELASCO</u> of the <u>Office of the Registrar</u> of <u>Jose Rizal Memorial State University</u>, <u>Dipolog Campus</u> (Office/college) (campus)

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

Reviewed by: whomever	Date	Approved by:	Date
VICTÓRIA B. CAÑONEO		NENFA R. TAUB Ed. D	-
College Dean/Head of Unit/Section		Campus Administrator	

Output	Success Indicator	Actual Accomplishments		Ra	Remarks		
	(Targets + Measures)		Q'	E	T	A ⁴	
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	e e					
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,	November 15 upon submission of their					
list of students with honors and their corresponding statistical data	application for graduation/ honors				-	a a
Prepares statistical data for drop-	First Semester-November 15					
outs, shifters and transferees	Second Semester-April 15					
Request for Form 137/OTR	Duration of 3 months after filing, sorting and arrangement of students records in every semester	6 				
Support Functions:			11			
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 Encodes and updates students grades per Semester	Dropping of subjects		,			
Final Average Rating						
Comments and Decommendations for Day	planment Durnages			6		· · · · · · · · · · · · · · · · · · ·
Comments and Recommendations for Deve	elopment Purposes					
Discussed with	Assessed by:		Final Rati	na bv:		Date
Discussed with Date		Date	1 marrial	9 ~1.	.4	
	College Dean/Head of Unit/Section		Campus	A desirio	trotor	-

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, <u>JIRALYN A. CABALLERO</u> of the <u>Office of the Registrar</u> of <u>Jose Rizal Memorial State University, Dipolog Campus</u>
(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

ALYNA. CABALLERY Rates

Reviewed by: Date Approved by: Date

VICTORIA B. CANONEO
College Dean/Head of Unit/Section Date

Date Approved by: MENFA R. TAUB, Ed. D
Campus Administrator

Output	Success Indicator	Actual Accomplishments		Ra	ting	Remarks	
Output	(Targets + Measures)		Q'	E	'L,	ΑŤ	
Strategy Priority	9						
Prepares individual student records(worksheet of consolidated grades, permanent record evaluation record for CET	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					í	x 1
Evaluates subjects and credits earned in	20 min upon presentation of transcript of						1

other schools	records/evaluation copy sign by the previous
	registrar First Semester-November 15(Non-
Informs the student/Dean of course	That Comoctor Horamas
deficiency	Graduating Students)
9	Second Semester-April 15(Non-Graduating
	Students)
	For Graduating Students-November 15
Prepares list of candidates for graduation,	November 15 upon submission of their
list of students with honors and their	application for graduation/ honors
corresponding statistical data	
Prepares statistical data for drop-	First Semester-November 15
outs, shifters and transferees	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	1 month after enrolment under normal
	operation
Encodes correction of grades and	5 min upon meeting the required procedure
completion of grades as requested by the	
concerned faculty and approved by the	
Registrar	1 week after adding and dropping of subjects/
Prepares list of statistics (enrolment, transferees/assessment fees) of individual	1 month after the scheduled adding and
students	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 Dev	elopment Purpose
	Accessed by: Final Rating by: Date
Discussed with	Assessed by.
Date	performance with the employee
	performance with the employee
	College Dean/Head of Unit/Section Campus Administrator
Employee	College Deall/Flead of Offit/Geodion
	3 – Timeliness 4 – Average
Legend: 1 – Quantity 2 – Efficiency	3 - 11116111633 4 7707089

Evaluator 2 of 2



JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte Dipolog Campus, Dipolog City

OFFICE OF THE REGISTRAR



Registration No. 55Q13206

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)

Outstanding	1 5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1 1



Reviewed by: poince	Date	Approved by:laub	Date
VICTORIA B. CAÑONEO		N∉NFA R. TAUB Ed. D.	
College Dean/Head of Unit/Section		Campus Administrator	

Output	Success Indicator	Actual Accomplishments		Rat	Remarks		
	(Targets + Measures)			E	T	A ⁴	
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 Sort, arrange students file	week after post registration under normal operation week after post registration						

8					
Final Average Rating					
	K				
Comments and Recomme	endations for Develop	oment Purposes			
Discussed with		Assessed by:		Final Rating by:	- Date
	Date	I certify that I discussed my assessment of the performance with the employee	Date		

Legend: 1 - Quantity

Employee

2 – Efficiency

3 – Timeliness

College Dean/Head of Unit/Section

4 – Average

Evaluator 2 of 2

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Forms Annex "D"

Campus Administrator